City of Santa Fe

Agenda

CITY CLERK'S OFFICE
DATE 2/12/16 TIME 4:34pm
SERVED BY Chris Sanchez
RECEIVED BY

HUMAN SERVICES COMMITTEE MEETING

Friday, February 19, 2016
Market Station
Conference Room
500 Market Station
3:00 p.m. - 5:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: December 16, 2015
4. New Business:
   a. 2016-2017 – Human Services Committee RFP Discussion
   b. 2016-2017 – Human Services Committee RFP Assessment Rubric Discussion
5. Old Business
6. Comments from the Chair and Committee Members
7. Report from Staff
8. Matters from the Floor
9. Adjournment

PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.

INDEX OF

CITY OF SANTA FE

HUMAN SERVICES COMMITTEE MEETING

February 19, 2016

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ROLL CALL	Quorum	1
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APPROVAL OF MINUTES OF:		
December 16, 2015	Approved	1
NEW BUSINESS		
a. 2016-2017 Human Services Committee RFP Discussion		2-5
b. 2016-2017 Human Services Committee RFP Assessment Rubric Discussion	Informational	5-6
OLD BUSINESS	None	6
COMMENTS FROM THE CHAIR AND COMMITTEE MEMBERS		6
REPORT FROM STAFF	None	6
MATTERS FROM THE FLOOR	None	6
ADJOURNMENT	Adjourned at 4:05 p.m.	6

MINUTES OF THE

CITY OF SANTA FE

HUMAN SERVICES COMMITTEE

MEETING
Santa Fe, New Mexico

February 19, 2016

A meeting of the City of Santa Fe Human Services Committee was called to order by Marizza Montoya-Gansel, Chair on this date at 3:02 p.m. at Market Station Offices, 500 Market Street, Suite 200, Caboose Conference Room, Santa Fe, New Mexico.

Roll Call indicated the presence of a quorum as follows:

MEMBERS PRESENT:
Marizza Montoya-Gansel, Chair
Kristin Carmichael
Patricia Bois, for Rachel O'Conner
Jeremy Perea
Anthony Romero
Brian Serna

MEMBER(S) ABSENT:
1 vacancy

STAFF PRESENT:
Chris L. Sanchez, Youth and Family Services Division Director

OTHERS PRESENT
Jo Ann G. Valdez, Stenographer

APPROVAL OF AGENDA

Commissioner Romero moved to approve the agenda as published. Commissioner Serna seconded the motion. The motion passed unanimously by voice vote.

APPROVAL OF MINUTES: December 16, 2015 Meeting

Commissioner Serna moved to approve the Minutes of the December 16, 2015 meeting. Commissioner Perea seconded the motion. The motion passed unanimously by voice vote.

NEW BUSINESS

a. 2016-2017 Human Services Committee RFP Discussion

Mr. Sanchez reviewed the Request for Proposals (*Proposal Number #'16/24/P*) process from a PowerPoint presentation. A copy is hereby incorporated to these Minutes as Exhibit "A".

He noted that he rewrote the Request for Proposals to reflect all of the program priorities that the Committee talked about and would like to focus on. These priorities are based on four areas: Adult Health and Behavioral Health; Community Safety; Social Justice and Quality of Life. The evaluation tool changed as well.

The Human's Services Committee's goal is to strategically focus the direction on the end/results framework to ensure that the Committee's funding is having a direct impact on the overall wellbeing of the population that they are targeting to serve. The Committee has also identified Strategies for Desired Results and Population Indicators as a means for potential grantees to address, measure and capture data to meet the Committee's funding priorities.

Mr. Sanchez reviewed the Schedule for the Human Services Request for Proposals process as follows:

- February 25, 2016

Advertisement and Issuance of the Request for Proposals for Human Services Funding for FY2016-2017 is February 25, 2016.

- March 2, 2016

Technical Assistance Training

Mr. Sanchez invited the Committee Members to attend the technical assistance training. He noted that he will be reviewing the Evaluation Tool with the applicants, so that they have a clear view of what the Committee is looking for as they evaluate the Request for Proposals.

- March 25, 2016

Deadline for submittal of Requests for Proposals by 2:00 p.m. No late requests will be accepted.

- April 4-8, 2016

Review and analysis of Request for Proposals by staff and Committee Members.

Mr. Sanchez will review the requests for proposals to ensure that the applicants meet the criteria before they are sent out to the Committee Members.

Mr. Sanchez requested that the Committee Members forward him suggestions or recommendations that they may have as soon as they can. This also includes the applicants that the Committee Members would like to interview.

- April 11, 2016
  Interviews will be conducted.

Mr. Romero asked what time the Committee Members should block to conduct the interviews.

Mr. Sanchez suggested that they block at least 4 hours in the morning.

Mr. Sanchez said these are the confirmed dates and cannot be changed.

The regularly Human Services Committee meeting is scheduled for April 12th and the Committee Members were asked to come in with a recommendation summary on the evaluation reports that they did. The Committee will make the final funding recommendations at the April 12th regular meeting.

Mr. Sanchez and Chair Montoya-Gansel will take the recommendations of award before the Finance Committee on May 16th and to City Council on May 25th, 2016. The contracts will be prepared following approval from City Council which should be around June 1st and should be implemented by July 1st.

Ms. Bois asked if site visits will be done.

Mr. Sanchez said yes, once the contracts are executed and implemented.

He said he would like to define the indicators and outcomes further at a Committee retreat sometime this summer.

Ms. Carmichael said one of the things the Committee talked about was using results-based accountability language. She asked if they could include language about this.

Mr. Sanchez thinks that this needs to be done strategically and methodical, because the Committee wants to be sure to be aligned with all of the work that has been done in the community.

Ms. Carmichael said even though the language is a little different here and at the County and the Hospital level as well, we need to all be on the same page, like having the same technical assistance, because the County and the Hospital are doing technical assistance training also. She suggested that the Human Services Committee be on the same page with the County and the Hospital before the technical assistance training that happens on March 2nd.

Mr. Sanchez said absolutely.

Mr. Sanchez continued to review Exhibit "A" and the *Proposal Narrative*. He noted that applicants are now going to be required to provide data; and they will have to describe their plan for collecting the data to evaluate the performance of the Human Services-funded program. They will also have to illustrate how the proposed program is effective with the population of focus. They will have to indicate how the organization will

collect data that demonstrates the Human Services-funded program is aligned with making a positive impact on the specific Human Services Program Priorities. They will have to describe how the organization is reviewing local, statewide and national program-specific outcome data and comparing it with the organization's program-specific outcome data.

The Requests for Proposal talks about collaboration. The applicant will need to explain, in detail, any collaboration with other organizations required to implement the proposed program. They are asked to describe the processes of program planning (including MOU's, if applicable), implementation, and any planned evaluation activities. If possible, they are asked to demonstrate the effectiveness of the collaboration with performance measures/outcomes.

Mr. Sanchez said a new piece that was added is about the applicants' organizational stability, governance and staff composition. Applicants must describe or illustrate a list of the names, addresses, and phone numbers of current Board members, and advisory board members, officers, committees, terms of office, and occupation. They need to describe how the Board reflects the diversity of the Santa Fe community in terms of professional skills, experience and ethnic background. They are asked to attach an organizational chart showing the administrative structure of the organization, including reporting relationships and all positions from program staff to administration. If this is a school program, they will need to identify the public school staff person responsible for overseeing the program or site.

The applicants are also required to provide a detailed budget of the program being requested for funding. This should include a brief statement on how Human Services funds will support the program and a brief statement of plans for sustaining the program beyond the grant period. The applicants also have to provide a current year-to-date financial statement of actual vs budget income and expense; must provide recent audited financial statement and IRS 990 form. The applicant is also asked to provide a list of corporations, foundations and other major sources of funding (committed, pending, and anticipated) with dollar amounts. The applicant is asked to describe and include supporting documentation reflecting how staff and the Board will promote timely and accurate reports.

To qualify for Human Services funding, proponents must satisfy all criteria and identify each criteria in the Proposal Narrative of the proposals. For example, proponents must serve a targeted population of low income clients as their City-sponsored programs. Low income is defined as 50% or below of median income, as shown by family size; reflect the diversity of the community, for example, multi-cultural, gender, age and characteristics in program design, participants, staffing and board members.

Ms. Carmichael asked if there was anything about decreasing the barriers to access.

Mr. Sanchez said that could be something to note for the next funding cycle.

Mr. Sanchez reviewed the Proposal Evaluation Process noting that this part of the Request for Proposals talks about the criteria for applying for Human Services funding, and fitting in with the Committee's priorities and to the degree to which proposal

meets Human Services proposal criteria; and the current and proposed program or organization involvement in community-wide collaborative activities.

He said the Committee is strategically aligning these programs to fit within the program's priorities with the revision of the Request for Proposal process. He mentioned that this could be the area to add something that Ms. Carmichael talked about (decreasing the barriers to access).

Mr. Sanchez said City Council will make the final decision on the funding. He asked if there were any questions.

Ms. Carmichael asked what else happens when a contract is executed with the organizations and is this an opportunity to go over certain things with them as well.

Mr. Sanchez said yes, but at this point in time they already have executed the Professional Services Agreement/contract.

Ms. Carmichael asked if they could have a greater focus on homelessness in this cycle of funding, or working with the homeless providers.

Mr. Sanchez suggested that this be done outside of this funding process and possibly talk about the homelessness population and what the Committee wants to do about this at the next Committee meeting.

Ms. Carmichael said this will mean that they will miss having interviews with the homeless providers during this funding cycle. Possibly, they can introduce this during the interview process to let the providers know that this is the expectation.

Mr. Serna said it is already embedded in the Request for Proposal process - that entities need to collaborate with one another and if they are not, or if there is a lack of collaboration, then this could be a legitimate reason to bring them in for an interview.

Chair Montoya-Gansel agreed but suggested that there be an agenda item for a future meeting where the homeless providers could be invited to discuss this issue specifically.

Mr. Sanchez recommended that they have a meeting with the homeless funding providers specifically where they can have an in-depth discussion and focus on what the specific issues or problems are. Then collaboratively and strategically work on figuring out how to bring these relationships together to address this problem.

b. 2016-2017 Human Services Committee RFP Assessment Rubric Discussion

Mr. Sanchez briefly reviewed the RFP Assessment Rubric noting that this is following the Request for Proposal line by line and is very easy to use.

Ms. Bois asked Mr. Sanchez if he knows the total amount of funding available. Mr. Sanchez said $927,000.

Ms. Carmichael said she would like to know what the organizations were funded last year.

Mr. Sanchez offered to distribute a sheet to the Committee Members that will have the level of funding for the last three years.

OLD BUSINESS

There was no old business.

COMMENTS FROM THE CHAIR AND COMMISSIONERS

Mr. Serna thanked Mr. Sanchez for streamlining the Requests for Proposals process.

REPORT FROM STAFF

There was no report from staff.

MATTERS FROM THE FLOOR

There were no matters from the floor.

ADJOURNMENT

There being no further business to discuss, Commissioner Carmichael moved to adjourn, second by Commissioner Serna, the meeting adjourned at 4:05 p.m.

Approved by:

Marizza Montoya-Gansel, Chair

Respectively submitted by:

Jo Ann G. Valdez, Stenographer

EXHIBIT

A

Dear Human Services Providers,

The City of Santa Fe's Human Services Committee and I sincerely appreciate your services to enrich the lives of our families and improve our community. Your dedication to continually improve your programs and services to the community is what makes Santa Fe such a special place.

During the course of the last few years, the Human Services Committee has worked hard to identify our "**Human Service Programs Priorities.**" These priorities are based on four priority areas: **Adult Health and Behavioral Health; Community Safety; Social Justice; and Quality of Life.** Our goal is to strategically focus our direction to end/results framework to ensure that our Committee's funding is having a direct impact on the overall wellbeing of the population we are targeting to serve. We have also identified Strategies for Desired Results and Population Indicators as a means for potential grantees to address, measure and capture data to meet the Committee's funding priorities.

The purpose of this letter is to inform you of the process for submitting the Request for Proposal (RFP) packet for Fiscal Year 2016-2017.

All agencies requesting City funding for Fiscal Year 2016-2017 must be certain to review and comply with all requirements of the RFP packet. Any requirements not complied with could delay or disqualify your agency from funding consideration. Failure to submit the required information may affect the overall rating criteria. **Submit an original and one copy with all submittal requirements and seven (7) copies of your proposal without the submittal requirements.**

I sincerely appreciate your efforts and look forward to receiving your proposal for FY 16-17.

You may pick up a copy of this RFP at the Purchasing Office located at 2651 Siringo Road, Building H, anytime beginning February 25th, 2016. The Purchasing Office is closed from 12:00 noon to 1:00 p.m. If you have any questions or need assistance with the RFP packet, please contact me at 955-6603 or at clsanchez@santafenm.gov.

Thank you,
Chris L. Sanchez, Director
Youth and Family Services Division

PROPOSAL NARRATIVE

1. Program Narrative (not to exceed three pages)

Please clearly describe the following:

1. State the purpose, goals and objectives of the proposed program(s).
2. Include location(s), frequency, and type of services, service category and modality or description of service(s) provided.
3. Describe how the proposed program will fulfill essential need(s) in our community. If possible, please use local/state data to demonstrate "need."
4. Describe how the proposed project will address issues of income, age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and/or gender in the population of focus.
5. Describe how the proposed program will meet the goals and objectives of the organization (what are the underlying assumptions about why the chosen program will produce the desired outcomes, i.e. "logic model").

2. Data Collection (not to exceed three pages):

Please describe and/or illustrate the following:

1. Describe the plan for collecting data to evaluate the performance of the Human Services-funded program.
2. Illustrate how the proposed program is effective with the population of focus.
3. Indicate how the organization will collect data that demonstrates the Human Services-funded program is aligned to make a positive impact on specific Human Services Program Priorities.
4. Describe how the organization is reviewing local, statewide or national program-specific outcome data and comparing it with the organization's program-specific outcome data.

3. Collaboration (not to exceed three pages):

1. Please explain in detail any collaboration with other organizations required to implement the proposed program. Please describe the processes of program planning (include MOUs if applicable), implementation, and any planned evaluation activities.
2. If possible, please demonstrate the effectiveness of the collaboration with performance measures/outcomes.

4. Organizational Stability:

Please describe and/or illustrate the following:

A. Governance:
   1. List of the names, addresses and phone numbers of current Board members, and advisory board members, officers, committees, terms of office, and occupation. Describe how your Board reflects the diversity of the Santa Fe Community in terms of professional skills, experience and ethnic background.

B. Staff:
   1. Please create or attach an organizational chart showing the administrative

structure of your organization, including reporting relationships and all positions from program staff to administration. Include fiscal agent if applicable.

2. Additionally, provide a key list of staff positions for the project and outline the role, hourly wage, credentials, and relevant experience. **(Please use attachment D)**
3. If this is a school program, identify the public school staff person responsible for overseeing the program or site.

C. Fiscal:

1. Provide a detailed budget of the program being requested for funding **(Please use attachment A, B and C).**
2. Provide a detailed budget from the previous year of this program.
3. Include a brief statement of how Human Service funds will support the program.
4. Include a brief statement of plans for sustaining the program beyond the grant period.
5. Provide a current year to date financial statement of actual vs. budget income and expense, shortfall contingency plan, preparer/reviewer's competence.
6. Provide most recent audited financial statement and IRS 990 form.
7. Provide a list of corporations, foundations and other major sources of funding (committed, pending, and anticipated) with dollar amounts. Please indicate the percentage of total funding each source of revenue contributes.
8. Submit a current balance sheet outlining available liquid, debt level, and adequacy of net assets
9. Please describe and include supporting documentation reflecting how staff and the Board promote timely and accurate reports.

5. Submittal Requirements:

A. **Official Documents**: Please ensure that the following documents are included into the **original and copy of the original proposal only.** *(Note: only include the Final Check-Off List to the original proposal that follows the proposal instructions.)*

1. All applicable licenses (current), including a copy of 2016 Business Registration Certificate for the City of Santa Fe. If not applicable, please provide a brief explanation.

2. Applicant's current general liability insurance certificate with binder naming the City as co-insured in accordance with the New Mexico Tort Claims Act (minimum one million dollars.) Worker's Compensation, Employers' Liability, and Professional Services Liability, if required.

City of Santa Fe

Youth and Family Services Division

Request for Proposals:
Human Services Providers

RFP #'16/24/P

PROPOSALS DUE:
March 25th, 2016
2:00 p.m.

PURCHASING OFFICE
(closed from 12:00 noon – 1:00 p.m.)
CITY OF SANTA FE
2651 SIRINGO ROAD, BUILDING H
SANTA FE, NEW MEXICO 87505

Dear Human Services Providers,

The City of Santa Fe's Human Services Committee and I sincerely appreciate your services to enrich the lives of our families and improve our community. Your dedication to continually improve your programs and services to the community is what makes Santa Fe such a special place.

During the course of the last few years, the Human Services Committee has worked hard to identify our "**Human Service Programs Priorities.**" These priorities are based on four priority areas: **Adult Health and Behavioral Health; Community Safety; Social Justice; and Quality of Life.** Our goal is to strategically focus our direction to end/results framework to ensure that our Committee's funding is having a direct impact on the overall wellbeing of the population we are targeting to serve. We have also identified Strategies for Desired Results and Population Indicators as a means for potential grantees to address, measure and capture data to meet the Committee's funding priorities.

The purpose of this letter is to inform you of the process for submitting the Request for Proposal (RFP) packet for Fiscal Year 2016-2017.

All agencies requesting City funding for Fiscal Year 2016-2017 must be certain to review and comply with all requirements of the RFP packet. Any requirements not complied with could delay or disqualify your agency from funding consideration. Failure to submit the required information may affect the overall rating criteria. **Submit an original and one copy with all submittal requirements and seven (7) copies of your proposal without the submittal requirements.**

I sincerely appreciate your efforts and look forward to receiving your proposal for FY 16-17.

You may pick up a copy of this RFP at the Purchasing Office located at 2651 Siringo Road, Building H, anytime beginning February 25th, 2016. The Purchasing Office is closed from 12:00 noon to 1:00 p.m. If you have any questions or need assistance with the RFP packet, please contact me at 955-6603 or at clsanchez@santafenm.gov.

Thank you,
Chris L. Sanchez, Director
Youth and Family Services Division

REQUEST FOR PROPOSALS

PROPOSAL NUMBER #'16/24/P

Proposals will be received by the City of Santa Fe and will be delivered to the City of Santa Fe Purchasing Office, 2651 Siringo Road, Building H, Santa Fe, New Mexico **until 2:00 p.m. local prevailing time, March 25th, 2016.** Any proposal received after this deadline will not be considered. This proposal is for the purpose of procurement of services for the following:

HUMAN SERVICES FUNDING

The proponent's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for sixty (60) days subject to action by the City. The City reserves the right to reject any or all proposals in part or in whole. Proposal packets are available by contacting: Shirley Rodriguez, City of Santa Fe, Purchasing Office, 2651 Siringo Road, Building H, Santa Fe, New Mexico, 87505, (505) 955-5711.

Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican Newspaper on: 02/11/16
To be published on: 02/25/16

Received by the Albuquerque Journal Newspaper on: 02/11/16
To be published on: 02/25/16

PROPOSAL SCHEDULE

RFP # '16/24/P

1.	Advertisement:	February 25th, 2016
2.	Issuance of RFP'S:	February 25th, 2016
3.	Technical Assistance Training: 3:30 p.m. to 5:00 p.m. 500 Market Station, Suite 200 Santa Fe, NM 87508	March 2nd, 2016
4.	Receipt of proposals:	March 25th, 2016 2:00 p.m. local prevailing time. Purchasing Office 2651 Siringo Road Bldg., "H" Santa Fe, New Mexico 87505 (505) 955-5711
5.	Evaluation of proposals:	April 4th – April 8th, 2016
6.	Interviews:	April 11, 2016
7.	Recommendation of award to Finance Committee:	May 16, 2016
8.	Recommendation of award to City Council:	May 25th, 2016
9.	Prepare contracts for Fiscal Year 2016-2017	June 1, 2016
10.	Beginning of Fiscal Year 2016-2017	July 1, 2016

DATES FOR CONSIDERATION BY THE CITY COMMITTEES AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.

INFORMATION FOR PROPONENTS

1. RECEIPT OF PROPOSALS

The City of Santa Fe (herein called "City"), invites firms to submit one original and seven copies of the proposal. Proposals will be received by the Purchasing Office until **2:00 p.m.** local prevailing time, on **March 25th, 2016**.

The packets shall be submitted and addressed to the Purchasing Office, at 2651 Siringo Road, Building H, Santa Fe, New Mexico, 87505. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time. "Overnight delivery" will be determined to be non-responsive if delivered late, no matter whose fault. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 p.m. to 1:00 p.m. The outside of the envelope should clearly indicate the following information:

Proposal Number: '//P
Title of the Proposal: HUMAN SERVICES PROVIDERS
Name and address of the proponent:

Any proposal received after the time and date specified shall not be considered. No proposing organization may withdraw a proposal within 60 days after the actual date of the opening thereof.

2. PREPARATION OF PROPOSALS

Proponents shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal. All information shall be given in ink or typewritten. Any corrections shall be initialed in ink by the person signing the proposal.

This request for proposal may be canceled or any and all proposals may be rejected in whole or in part whenever the City of Santa Fe determines it is in the best interest of the city.

3. ADDENDA AND INTERPRETATIONS

No oral interpretation of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the proposal must be addressed prior to the date set for receipt of proposal.

Every request for such interpretations should be in writing addressed to Robert Rodarte, Purchasing Officer, 2651 Siringo Road, Bldg. "H", Santa Fe, New Mexico, 87505 and to be given consideration must be received at least five (5) days prior to the date fixed for the receiving of proposals.

Any and all such interpretations and any supplemental instructions will be in the form of

written addenda to the RFP, which if issued, will be mailed by certified mail with return receipt requested to all prospective applicants not later than three days prior to the date fixed for the receipt of the proposals. Failure of any proposing applicant to receive any such addenda or interpretation shall not relieve such applicant from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

4. LAWS AND REGULATIONS

The proposing organization's attention is directed to the fact that all applicable Federal laws, State laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said item shall apply to the contract throughout. They will be deemed to be included in the contract the same as though herein written out in full.

5. METHOD OF AWARD

Awards are based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the governing body of the City of Santa Fe. The selection committee may interview any proponent; however, contracts may be awarded without such interviews. At its discretion the city reserves the right to alter the membership or size of the selection committee. The City reserves the right to change the number of proponents interviewed.

6. COMPLIANCE WITH CITY'S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is available for review on the City's website, www.santafenm.gov. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

7. RESIDENT AND LOCAL PREFERENCE

INTENT AND POLICY

The city recognizes that the intent of the state resident preference statute is to give New Mexico businesses and contractors an advantage over those businesses, manufacturers and contractors from outside the State of New Mexico. The underlying policy is to give a preference to those persons and companies who contribute to the economy of the State of New Mexico by maintaining businesses and other facilities within the state and giving employment to residents of the state (1969 OP. Att'y Gen. No. 69-42). The city also has adopted a policy to include a local preference to those persons and companies who contribute to the economy of the County of Santa Fe by maintaining businesses and other facilities within the county and giving employment to residents of the county.

8. PROTESTS AND RESOLUTIONS PROCEDURES

Any proponent, offeror, or contractor who is aggrieved in connection with procurement may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) days and requirements regarding protest and resolution of protests are available from the Purchasing Office upon request.

SPECIAL CONDITIONS

1. **GENERAL**
When the City Purchasing Director issues a purchase order document in response to the vendor's proposal, a binding contract is created.

2. **ASSIGNMENT**
Neither the purchase order, nor any interest therein, nor claim under, shall be assigned or transferred by the vendor, except as expressly authorized in writing by the City Purchasing Officer's office. No such consent shall relieve the vendor from its obligations and liabilities under this order.

3. **VARIATION IN SCOPE OF WORK**
No increase in the scope of work or services will be accepted, unless means were provided or specified within the contract documents. Increases or decreases in the scope of work can be made upon request by the city or unless such variation has been caused by documented conditions beyond the contractor's control, and then only to the extent of any, specified elsewhere in this document.

4. **DISCOUNTS**
Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within 30 days of satisfactory receipt of goods or services. The City Purchasing Officer shall be the final determination of satisfactory receipt of goods or services.

5. **TAXES**
The price shall include all taxes applicable. The city is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

6. **INVOICING**

   (A) The reimbursement request form shall be submitted duly certified and documented and shall contain the following information: Quantities, unit prices and extended totals. Separate invoices shall be rendered for each and every complete billing.

   (B) Reimbursement requests must be submitted to the YOUTH AND FAMILY SERVICES DIVISION OF THE COMMUNITY SERVICES DEPARTMENT for review and NOT THE CITY PURCHASING OFFICER.

7. **METHOD OF PAYMENT**
Every effort will be made to process payments within 30 days of receipt of a detailed invoice and proof of delivery and acceptance of the products or services hereby contracted or as otherwise specified in the compensation portion of the contract documents.

8. **DEFAULT**

The city reserves the right to cancel all or any part of this order without cost to the city if the vendor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the vendor liable for any excess cost occasioned by the city due to the contractor's default. The contractor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the contractor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the city shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the contractor to meet the required delivery schedule. The rights and remedies of the city are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

9. **NON-DISCRIMINATION**

By signing this City of Santa Fe bid or proposal, the contractor agrees to comply with the Presidents Executive Order No. 11246 as amended.

10. **NON-COLLUSION**

In signing this bid or proposal, the contractor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

11. **REPORTING REQUIREMENTS**

Four (4) Quarterly Reports and one (1) Final Project Report assessing fiscal and programmatic goals and objectives as stated in the Scope of Services section of the contract will be required for submittal to the Community Services Department, Youth and Family Services Division.

12. **AUDIT REQUIREMENTS**

Grantees receiving monies from the City in excess of $250,000 in any combination of city, state and federal funds during the contract year will be required to submit a copy of its most recent audit for the entire program.

13. **DRUG USE**

In signing this proposal the proponent certifies that their organization has a written policy with regard to abuse of controlled substances and the consequences of such use. This policy applies to its staff, program managers and facilitators as well as the program managers and facilitators of any organization for which it might act as a fiscal agent.

14. **SEXUAL CONDUCT**

In signing this proposal the proponent certifies that it does not discriminate on the basis of gender or sexual orientation. The proponent further certifies that a written policy outlines all consequences for any type of sexual harassment, regardless of gender or sexual orientation.

GENERAL INSTRUCTIONS FOR COMMUNITY SERVICES DEPARTMENT, YOUTH AND FAMILY SERVICES DIVISION FUNDING

Youth and Family Services Division Statement of Purpose

The Youth and Family Services Division of the Community Services Department provides a continuum of services to improve the quality of life of the citizens of Santa Fe. This is done by provision of contracts for services, technical assistance, and general community planning activities in the areas of health and human services, children and youth programs, and juvenile services. Grants are provided from the City of Santa Fe General Fund and other federal and state pass-through moneys.

Human Services Funding

The City of Santa Fe accepts applications for funding of human services agencies as part of the process of preparing the annual City budget recommended by the City Manager to the City Council. The instructions and forms contained within this packet are meant to simplify the process and provide ample opportunity for proponents to present a case for need and support from City resources.

The Human Services Committee will review all proposals submitted to the City of Santa Fe, hold hearings with proponents, and make funding recommendations to the Finance Committee and City Council for approval.

The text of the proposal should be typed on the forms and in the format provided within this packet. The narrative should provide a summary statement that is complete in and of itself. Additional materials such as support letters are not necessary. If a proponent wishes to include supplemental materials, they may be included in an appendix to the proposal.

Proponents who are not currently funded by the City must identify their submission as a New Proponent Request. New programs must have a two-year history of successful operation, or they must be sponsored by such an organization willing to serve as a fiscal agent. The City will fund nonprofit organizations that meet the federal criteria and must have a physical location operating within the City and/or County of Santa Fe serving Santa Fe residents.

Proponents may contact the Youth and Family Services Division, City of Santa Fe, for technical assistance in preparing the proposal.

The following three pages outline the criteria for funding from the Human Services Committee. You may not apply for funding from both the Human Services Committee and the Children and Youth Commission. Funding is intended to pay for direct services rather than administrative costs and agencies are urged to submit applications which reflect this in their budgets. Administrative costs will be considered on a case by case basis.

HUMAN SERVICES FUNDING

Mission Statement

Human Services funding provides and maintains a "safety net" of services to meet the essential health and human service needs of the citizens of Santa Fe. The City of Santa Fe wishes to ensure that these essential services, which include primary health care, access to basic material goods and services like food and shelter, mental health counseling and related crisis services are available to our residents.

Program Priorities for Fiscal Year 2016-2017

The following general human service categories are seen as the most significant and will thus be given priority for funding:

1. **Adult Health and Behavioral Health**: Where everyone in our community will have access to health and behavioral health regardless of ability to pay.

2. **Community Safety**: Where everyone in our community is safe, housed, and stable.

3. **Social Justice**: Where all people are recognized with respect, dignity, and equity.

4. **Quality of Life**: Where all people have healthy options in their environment.

5. New or innovative collaborative programs with a documented health and human service need which create new or innovative ways for fund development that promotes sustainability.

Criteria for Human Services Funding Consideration

To qualify for Human Services funding, proponents must satisfy all of the following criteria and identify each criteria in the Proposal Narrative of your proposal. This funding is intended to benefit city of Santa Fe residents.

1. Serve a targeted proportion of low income clients in their City-supported programs. Low income is defined as 50% or below of median income, as shown by family size. (Address in Proposal Narrative - Need Statement)

Santa Fe, New Mexico:	INCOME LIMITS BY FAMILY SIZE FY 2015							
	1	2	3	4	5	6	7	8
Low/moderate Income	$34,950	$39,950	$44,950	$49,900	$53,900	$57,900	$61,900	$65,900
Very Low Income	$21,850	$25,000	$28,100	$31,200	$33,700	$36,200	$38,700	$41,200

2. Reflect the diversity of the community, for example, multi-cultural, gender, age, characteristics in program design, participants, staffing, and board members. Briefly describe your agency's cultural competency. (Address in Proposal Narrative - Project Description)

3. Be accessible to all citizens. Transportation may be provided directly or through subsidies, or the agency may provide the service at a site convenient for the participant. (Address in Proposal Narrative - Project Description)

4. Employ well-qualified staff and provide high quality, accountable programs. (Address in Proposal Narrative - Project Description)

5. Comply with the letter and spirit of all anti-discrimination legislation, including EEO and the ADA. Describe how your agency is accomplishing this. (Address in Proposal Narrative - Project Description)

6. Where appropriate, attempt to involve whole families in the solution to a problem rather than work with individuals only. (Address in Proposal Narrative - Project Description)

7. Serve a majority of clients who are adult populations (18 years of age and older) as indicated by client caseload demographic data. (Address in Proposal Narrative - Project Description)

8. Describe how you specifically intend to use City funds. (Address in Proposal Narrative - Project Description)

9. Describe with whom and how you coordinate services with other agencies in the community and where does it need to be strengthened. Indicate which coalitions and other associations in which you actively participate. (Address in Proposal Narrative - Community Coordination)

10. Explain how consumer/client input and feedback is incorporated into the agency's service delivery system. (Address in Proposal Narrative - Project Evaluation)

11. Describe what methods are used to measure the effectiveness of the agency's services/programs based on the Priorities, Population Indicators and Strategies for Desired Results adopted by the Human Services Committee. Include data collection, measurable outcomes and relationship to program goals. (Address in Proposal Narrative - Project Evaluation)

(Cover Page)

City of Santa Fe Human Services Proposal FY 2016-2017	
Name of Nonprofit Organization:	
Name of Executive Director:	
Name of Board President:	
Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if appropriate):	
Amount Requested:	
Cost Per Participant (for Human Services-funded program only):	
Program Name or Service being requested for Funding:	
Brief Program or Service Description:	
Proposed number of unduplicated participants:	
Check One: o Previous Recipient o New Applicant	
Program Priorities to be Addressed:	
Signature of Board President	Date
Signature of Executive Director	Date
Signature from Fiscal Agent	Date

Human Services Program Priorities

Program Priorities for Fiscal Year 2015-2016

Priorities	Strategies for Desired Results	Population Indicators
Adult Health and Behavioral Health: Where everyone in our community will have access to health and behavioral health regardless of ability to pay.	People will have better outcomes because of : ▪ Increased access to culturally relevant health care ▪ Increased/Integrated access to culturally relevant behavioral health care ▪ Increased access to care for under-insured ▪ Support system to address pregnancy ▪ Increased access to specialty care for seniors	How do we know people are better off: ▪ Decrease in chronic diseases (diabetes, heart disease) ▪ Reduce in Emergency Dept visits for behavioral health issues ▪ Decrease in suicide rates ▪ Reduce incarceration for persons with behavioral health needs ▪ Percent of women accessing pre-natal care
Community Safety: Where everyone in our community is safe, housed, and stable.	People will have the support system to address a crisis and stabilize their life by: ▪ Increased/coordinated access to appropriate housing services ▪ Not abusing substances ▪ Living in a safe environment ▪ Less family violence ▪ Mobile crisis response to address mental health needs that is coordinated between City Fire Dept, Police Dept. and SF County	How do we know people are better off: ▪ Increase in people accessing transitional and permanent housing ▪ People do not die from exposure ▪ Reduced mortality and morbidity rates associated with drug and alcohol abuse ▪ Increased screening and counseling for domestic violence and sexual assaults ▪ Percentage of stabilization of mental health crisis without incident

Priorities	Strategies for Desired Results	Population Indicators
Social Justice: Where all people are recognized with respect, dignity, and equality.	People will have the same opportunities and protections as the rest of society by: ▪ Increasing bilingual, gender diverse, culturally relevant and age appropriate services ▪ Reduce disparities in access to quality health care among people who have systemically experienced barriers to meeting health needs ▪ Working and earning a living wage	How do we know people are better off: ▪ Increase in people identifying a medical home ▪ A series of education campaigns with information regarding behavioral health, immigrant and LGBTQ community ▪ Reduction of hate crimes ▪ Veteran service providers have procedures for coordinated referrals ▪ Reduction in family poverty statistics as indicated by children living in poverty
Quality of Life: Where all people have healthy options in their environment.	People will choose health behaviors and we see adults who are: ▪ Exercising, healthy weight ▪ Access to trails, parks and recreational facilities ▪ Planned pregnancies ▪ Increased/coordinated access to healthy food	How do we know people are better off: ▪ Increase in adult physical activity ▪ Reduced obesity among adults ▪ Increase in first trimester prenatal care ▪ Reduction in food insecurity

PROPOSAL NARRATIVE

1. Program Narrative (not to exceed three pages)

Please clearly describe the following:

1. State the purpose, goals and objectives of the proposed program(s).
2. Include location(s), frequency, and type of services, service category and modality or description of service(s) provided.
3. Describe how the proposed program will fulfill essential need(s) in our community. If possible, please use local/state data to demonstrate "need."
4. Describe how the proposed project will address issues of income, age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and/or gender in the population of focus.
5. Describe how the proposed program will meet the goals and objectives of the organization (what are the underlying assumptions about why the chosen program will produce the desired outcomes, i.e. "logic model").

2. Data Collection (not to exceed three pages):

Please describe and/or illustrate the following:

1. Describe the plan for collecting data to evaluate the performance of the Human Services-funded program.
2. Illustrate how the proposed program is effective with the population of focus.
3. Indicate how the organization will collect data that demonstrates the Human Services-funded program is aligned to make a positive impact on specific Human Services Program Priorities.
4. Describe how the organization is reviewing local, statewide or national program-specific outcome data and comparing it with the organization's program-specific outcome data.

3. Collaboration (not to exceed three pages):

1. Please explain in detail any collaboration with other organizations required to implement the proposed program. Please describe the processes of program planning (include MOUs if applicable), implementation, and any planned evaluation activities.
2. If possible, please demonstrate the effectiveness of the collaboration with performance measures/outcomes.

4. Organizational Stability:

Please describe and/or illustrate the following:

A. Governance:
   1. List of the names, addresses and phone numbers of current Board members, and advisory board members, officers, committees, terms of office, and occupation. Describe how your Board reflects the diversity of the Santa Fe Community in terms of professional skills, experience and ethnic background.

B. Staff:
   1. Please create or attach an organizational chart showing the administrative

structure of your organization, including reporting relationships and all positions from program staff to administration. Include fiscal agent if applicable.

2. Additionally, provide a key list of staff positions for the project and outline the role, hourly wage, credentials, and relevant experience. **(Please use attachment D)**
3. If this is a school program, identify the public school staff person responsible for overseeing the program or site.

C. Fiscal:

1. Provide a detailed budget of the program being requested for funding **(Please use attachment A, B and C).**
2. Provide a detailed budget from the previous year of this program.
3. Include a brief statement of how Human Service funds will support the program.
4. Include a brief statement of plans for sustaining the program beyond the grant period.
5. Provide a current year to date financial statement of actual vs. budget income and expense, shortfall contingency plan, preparer/reviewer's competence.
6. Provide most recent audited financial statement and IRS 990 form.
7. Provide a list of corporations, foundations and other major sources of funding (committed, pending, and anticipated) with dollar amounts. Please indicate the percentage of total funding each source of revenue contributes.
8. Submit a current balance sheet outlining available liquid, debt level, and adequacy of net assets
9. Please describe and include supporting documentation reflecting how staff and the Board promote timely and accurate reports.

5. Submittal Requirements:

A. **Official Documents**: Please ensure that the following documents are included into the **original and copy of the original proposal only.** *(Note: only include the Final Check-Off List to the original proposal that follows the proposal instructions.)*

1. All applicable licenses (current), including a copy of 2016 Business Registration Certificate for the City of Santa Fe. If not applicable, please provide a brief explanation.

2. Applicant's current general liability insurance certificate with binder naming the City as co-insured in accordance with the New Mexico Tort Claims Act (minimum one million dollars.) Worker's Compensation, Employers' Liability, and Professional Services Liability, if required.

3. New Mexico Incorporation Certificate or agreement that your agency operates under.

4. IRS Certificate for non-profit status, if applicable (501 (c) 3 letter).

5. EEO/ADA Certification signed by Board Chairperson.

6. NON-COLLUSION AFFIDAVIT must be signed and notarized.

7. Completion of Church/State Separation Certificate.

HUMAN SERVICES RFP ATTACHEMENTS:
City of Santa Fe Budget Forms

(Attachment A)

LINE ITEM BUDGET CATEGORIES
FY 2016-2017

1.0 PERSONNEL EXPENDITURES

1.1 Net or Gross Salaries
1.2 FICA
1.3 Hospital/Life Insurance
1.4 Workman's Compensation
1.5 Unemployment Insurance

2.0 CONTRACTUAL SERVICES

2.1 Telephone
2.2 Postage
2.3 Facility Rent
2.4 Linen and Laundry Service
2.5 Building Maintenance and Repair
2.6 Equipment Maintenance and Repair
2.7 Utilities
2.8 Auditing and Bookkeeping
2.9 Professional Contractors
2.10 Advertising
2.11 Printing and Photocopying
2.12 Insurance
2.13 Transportation Mileage
2.14 Program Stipends, Scholarships
2.15 Other

3.0 COMMODITIES

3.1 Office Supplies
3.2 Janitorial Supplies
3.3 Food
3.4 Motor Fuel
3.5 Medical Supplies
3.6 Tools
3.7 Recreation Supplies
3.8 Other

(Attachment B)
Program Budget 2016-2017

PROPOSED PROGRAM BUDGET		
Expense Category	**Total Program Budget**	**Total Funding Request from the City Children & Youth Fund**
1.00 Personnel Expenditures (Salary and Fringe Benefits)		
2.00 Contractual Services (e.g., Rent, Utilities, Insurance)		
3.00 Commodities (e.g., Office Supplies, Recreation Supplies)		
TOTAL		

(Attachment C)

Line Item Breakdown for proposed request:

Current recipients: work from the current budget in your contract

1. Personnel – include number of hours, hourly rate and total requested for all positions.	
	$
	$
	$
	$
	$
SUB-TOTAL	$
2. Contractual Services – describe service and amounts requested.	
	$
	$
	$
	$
	$
SUB-TOTAL	$
3. Commodities – what items, how many, cost per unit equals total request.	
	$
	$
	$
	$
	$
	$
SUB-TOTAL	$
Grand Total	$

(Attachment D)
ORGANIZATIONAL STRUCTURE
STAFF COMPOSITION

Complete the Staff Composition sheet. This page should include all staff members as noted in the instructions on the form. The term "staff" refers to all paid employees of the organization ("personnel"), whether full or part-time. It also includes contractual workers, hired separately by the organization. Even for annual salaries, break them down into an hourly rate so reviewers can compare the costs across programs. **Non-profits must include the salaries of their executive directors.**

TITLE OF POSITION LIST IN ORDER FROM MAXIMUM TO MINIMUM COMPENSATION	**POSITION STATUS (F/T, % P/T)**	**HOURLY RATE (Breakdown for all positions.)**	**GROSS ANNUAL SALARY**

EEO/ADA CERTIFICATION

ASSURANCE OF COMPLIANCE WITH TITLE VI AND VII
OF THE CIVIL RIGHTS ACT OF 1964
AND
AMERICANS WITH DISABILITIES ACT OF 1990

_____ (hereinafter called the "Applicant")
Name of Applicant)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulations of the City of Santa Fe issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulations, no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives city or federal financial assistance from the City of Santa Fe; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

Applicant hereby certifies that it offers Equal Employment Opportunity and complies with Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 and all requirements imposed by or pursuant to Regulations of the City of Santa Fe issues pursuant to that title expressly prohibiting discrimination in employment on the basis of race, color, religion, sex or national origin. Application HEREBY GIVES ASSURANCE THAT it will take any measures necessary to effectuate this agreement.

The Applicant hereby warrants he/she is in compliance with the Americans with Disabilities Act, 29 CFR 1630.

Dated: _____

(Applicant)

By: _____
(President, Chairman of Board, or
comparable authorized official)

_____

_____
(Applicant's mailing address)

NON-COLLUSION AFFIDAVIT OF PROPONENT

State of)
)
County of)

_____

being first duly sworn, deposes and says that:

(1) She/He is the _____ of _____, the proponent that has submitted the attached Proposal;

(2) She/He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and is not a collusive or sham Proposal;

(4) Neither the said proponent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proponent, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communications or conference with any other Proponent, firm or person to fix the price or prices in the attached Proposal or of any other Proponent, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proponent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Santa Fe, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the proponent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED)
(TITLE)

Subscribed and sworn to before me this _____ day of _____, 2016.

_____
Notary Public

My Commission Expires: _____

CHURCH/STATE SEPARATION CERTIFICATION FORM
Certification by non-profit agency(s)

I, _____, Board Chairman of _____, make the following assurances and certifications:

(A) The Agency hereby certifies that it will comply with the following separation of Church and State requirements:

The agency agrees that:

(a) it will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;

(b) it will not discriminate against any persons seeking services on the basis of religion and will not limit such services or give preference to persons on the basis of religion;

(c) it will require no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way under this agreement; and

(d) the facility under this agreement or in which services are provided which are assisted under this agreement shall contain no sectarian or religious symbols or decorations.

(B) I agree to carry out City of Santa Fe Grant Program activities in accordance with applicable laws and regulations.

_____ _____

Signature of Board Chairman Date

PROPOSAL EVALUATION PROCESS

All proposals will be reviewed by the staff members of the Youth and Family Services Division. A summary of both organization and proposal strengths and weaknesses will be forwarded to the Human Services Committee, with proposal narrative and financial information for their review. Applicants will have an opportunity to address perceived weaknesses and to emphasize their strengths at the provider hearings. Organizations making new requests for funding may be required to furnish additional information prior to the provider hearings. The members of the Human Services Committee, based on the following criteria, make actual funding recommendations to the Finance Committee of the City Council:

- Program "fit" with stated Human Services Program Priorities; services align with Committees Strategies for Desired Results and Population Indicators;
- Degree to which proposal meets Human Services proposal criteria;
- Current and proposed program or organization involvement in community-wide collaborative activities (e.g., coalition membership, interagency project collaboration);
- Adherence to RFP requirements and completeness of proposal package;
- Proposed scope of services, including number of young people who will benefit, quality of program, cost per participant, and service priorities: Adult Health and Behavioral Health, Community Safety, Social Justice and Quality of Life.
- Assessment of sponsoring organization's ability to successfully carry out proposed program activities, including examination of staff qualifications, organizational structure, and board composition;
- General assessment of sponsoring organization's fiscal and administrative capability and past performance, including program record keeping and accountability.

The City Council makes the final decision on funding.

FINAL CHECK-LIST FOR PROPOSAL

Attach Final Check-List to the back of the original proposal. Please check off boxes beside each item to ensure that all items are included.

- ❑ **One original and one copy of the original proposal to include Submittal Requirements (Official Documents 1 through 7).**
- ❑ **Seven copies collated and clipped in the order listed below.**
  - ❑ Cover Page
  - ❑ Proposal Narrative:
    - ✓ Program Narrative
    - ✓ Data Collection
    - ✓ Collaboration
    - ✓ Organizational Stability

For uniformity in the proposal review process, please sequence your proposal in the above format. Those proposals not adequately addressing the submittal requirements may be considered non-responsive and may be excluded from the application process.

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:

_____
CITY MANAGER
or
MAYOR

DATE:_____

CONTRACTOR:

_____
NAME AND TITLE

DATE:_____

CRS#_____
City of Santa Fe Business
Registration # _____

ATTEST:

_____
YOLANDA Y. VIGIL,
CITY CLERK

APPROVED AS TO FORM:

MDM 1/29/16
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

_____
OSCAR S. RODRIGUEZ, FINANCE DIRECTOR

_____
Business Unit Line Item

EXHIBIT "A"

Organization Name: 2016-17

1. SCOPE OF SERVICES

EXHIBIT "B"

Organization Name

Total Children and Youth Fund Contract Amount for Fiscal Year 2016-17	**$0.00**
1.0 Personnel Expenditures	
	$0.00
2.0 Contractual Services	
	$0.00
3.0 Commodities	
	$0.00
SUB-TOTAL	$0.00
GRAND-TOTAL	**$0.00**

EXHIBIT "C"

Organization Name

1. Reporting Requirements

The Contractor shall provide the following documentation on a quarterly basis to the city:

A. Quarterly Report including the following attachments:
   1. Cover page
   2. Demographics
   3. Income verification
   4. Questionnaire

B. Quarterly Financial Report:
   1. Profit and Loss Statement

C. Board of Directors Meeting Minutes:
   1. One meeting minutes per quarter.

D. Due Dates of the Quarterly Reports:
   - October 15, 2016
   - January 15, 2017
   - April 15, 2017
   - Final Report – July 15, 2017