

**City of Santa Fe
Youth and Family Services Division**

**Request for Proposals:
Human Services Providers**

RFP # '14/24/P

**PROPOSALS DUE:
Monday, March 31, 2014
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**

**RFP # '14/24/P
TABLE OF CONTENTS**

	<u>PAGE NO.</u>
LETTER TO PROSPECTIVE PROPONENTS	2
ADVERTISEMENT FOR PROPOSALS	3
PROPOSAL SCHEDULE	4
INFORMATION FOR PROPONENTS	5
SPECIAL CONDITIONS	8
REQUIREMENTS FOR SUBMITTAL.....	10
GENERAL INSTRUCTIONS	14
FORMS:	
Signature Sheet	19
Introduction/Proposal Narrative	20
Scope of Proposed Services	21
Request for Funds Summary Sheet	22
Budget Narrative	23
Line Item Budget Categories, <i>informational</i>	24
Staff Composition Chart.....	25
(Page 26 left intentionally blank)	
Agency Budget Form	27
EVALUATION PROCESS	28
Evaluation Criteria, <i>informational</i>	29
Evaluation Committee Members	31

Attachments:
Minimum Wage Ordinance
Sample Contract

February 28, 2014

Dear Human Services Providers,

As the Director of the Youth and Family Services Division of the Community Services Department, it is a pleasure to support the safety net programs in our community. Your dedication to continually improve your programs and service to the community is what makes Santa Fe such a special place. I sincerely appreciate your efforts and look forward to receiving your proposal for FY 14-15.

The purpose of this letter is to inform you of the process for submitting the Request for Proposal (RFP) packet for Fiscal Year 2014-2015.

All agencies requesting City funding for Fiscal Year 2014-2015 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.**

You may pick up a copy of this RFP at the Purchasing Office located at 2651 Siringo Road, Building H, anytime beginning February 28, 2014. 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 atrodriguez@santafenm.gov.

Thank you,

**A. Terrie Rodriguez, Director
Youth and Family Services Division**

REQUEST FOR PROPOSALS

PROPOSAL NUMBER # '14/24/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, Monday, March 31, 2014.** 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: 02/20/14
To be published on: 02/28/14

Received by the Albuquerque Journal Newspaper on: 02/20/14
To be published on: 02/28/14

PROPOSAL SCHEDULE

RFP # '14/24/P

- | | | |
|-----|--|---|
| 1. | Advertisement: | Friday, February 28, 2014 |
| 2. | Issuance of RFP'S: | Friday, February 28, 2014 |
| 3. | Technical Assistance Training:
3:30 p.m. to 5:00 p.m.
Market Station Office
500 Market Street Suite 200
Santa Fe, NM 87504 | Friday, March 14, 2014 |
| 4. | Receipt of proposals: | Monday, March 31, 2014
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 1 – April 11, 2014 |
| 6. | Interviews: | April 18 – 19, 2014 |
| 7. | Recommendation of award
to Finance Committee: | May 19, 2014 |
| 8. | Recommendation of award
to City Council: | May 28, 2014 |
| 9. | Prepare contracts for Fiscal Year 2014-2015 | June 1, 2014 |
| 10. | Beginning of Fiscal Year 2014-2015 | July 1, 2014 |

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 one copy with submittal requirements and seven copies of the proposal. Proposals will be received by the Purchasing Office until **2:00 p.m.** local prevailing time, on Monday, March 31, 2014.

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: '14/24/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.

REQUIREMENTS FOR SUBMITTAL

The following materials must be submitted in the sequence listed below as a part of the proposal. Do not assume that this material is available to reviewers elsewhere. Enclose or attach all documents requested below to the original and one copy and submit seven additional copies without the attachments. In the event that agencies do not possess the requested documents, proponents must consult with City staff prior to submitting a proposal.

1. Copy of all applicable licenses (current), including a copy of 2014 Business Registration Certificate for the City of Santa Fe; Diagnostic and Treatment Center Operator's License; DEA Certificate; New Mexico Board of Pharmacy, Residential Treatment, Adult Day Care Facility and Outpatient Medical Treatment Facility Licensure. (Do not include copies of staff licenses). If not applicable please provide a brief explanation.
2. Copy of current general liability insurance certifications or binders naming the City as co-insured in accordance with the New Mexico Tort Claims Act. (At least one million dollars.) Worker's Compensation and Professional Liability insurance if applicable.
3. Current list of the names, addresses and phone numbers of current Board members, officers, committees identified, terms of office, occupation and ethnicity.
4. Copy of New Mexico Incorporation Charter or agreement that your agency operates under.
5. Copy of EEO and ADA Certification.
6. Copy of IRS Certificate for non-profit status, if applicable.
7. Non-Collusion Affidavit (must be notarized).
8. Copy of Church/State Separation Certification.
9. Consolidated Income Statement with current month and year-to-date.

For uniformity in the proposal review process, please sequence your proposal in the above format. Proposals must address all items #1 through #9. Those proposals not adequately addressing the submittal requirements may be considered non-responsive and may be excluded from the application process. **Enclose these materials as attachments to the back of your proposal.**

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 _____, 2014.

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

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 residents 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 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 2014-2015

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

1. Healthy lifestyles, such as health education, nutrition education, physical fitness and how these components can enhance your current services.
2. Mental health services for individuals, groups or families;
3. Emergency access to food, shelter, and other basic needs;
4. Low cost, comprehensive medical and dental services;
5. Crime and family violence intervention and prevention;
6. Substance abuse treatment and prevention;
7. 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 Sections (numbers 1, 2 and 3) 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: \$65,300 Median	INCOME LIMITS BY FAMILY SIZE FY 2014							
	1	2	3	4	5	6	7	8
Low Income (80% of Median)	\$36,600	\$41,800	\$47,050	\$52,250	\$56,450	\$60,650	\$64,800	\$69,000
Very Low Income (50% of Median)	\$22,900	\$26,150	\$29,400	\$32,650	\$35,300	\$37,900	\$40,500	\$43,100

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 could 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 it needs 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 effect the agency's services have on the clients served. Include data collection, measurable outcomes and relationship to program goals. (Address in Proposal Narrative - Project Evaluation)

INSTRUCTIONS FOR PROPOSAL COMPLETION

SIGNATURE SHEET

The signature sheet summarizes essential information for immediate review. Please complete as requested. You must clearly indicate which source of funding you are applying for, and under which priority service(s). Original signatures of both the Executive Director and Board President or other authorized officer of the board are required. **This is the top sheet of your proposal.**

Submit an original and one copy with all submittal requirements and seven (7) copies of the complete proposal package without the submittal requirements.

PROPOSAL NARRATIVE

Provide information about your organization's services and service systems. The Human Services Committee will review your proposal for completeness and response to each section. Limit your responses to no more than five pages.

SCOPE OF SERVICES STATEMENT

Provide information about the type of services your agency proposes to provide to clients that warrants funding from the City of Santa Fe Human Services Fund. For example, Counseling – 450 clients – 1,200 units – Individual and Family Counseling using MST, Structured Family Therapy and Relapse Prevention Therapy.

FUNDING BUDGET

Complete the budget Summary Sheet of funds requested from the City of Santa Fe. This summary sheet will serve as the basis for the contract between the proponent and the City should you be granted funding. Attach a budget narrative of no more than one page describing each category of expenditure by line item. Specific allowable expenditures will be negotiated with the proponent at the time of contract preparation.

Please complete the most recent agency budget or proposed budget for new proponents on the attached budget form. Please indicate any categories that are expected to increase or decrease significantly during Fiscal Year 2014-2015. Please itemize sources of revenue and line item categories.

ORGANIZATIONAL STRUCTURE

Complete the Staff Composition sheet. This page should include all agency staff members as noted in the instructions on the form.

Attach a copy of your agency's current functional organizational chart. This chart should include reporting relationships and should list all staff positions.

**City of Santa Fe
Signature Sheet**

Funding Applications for Human Services

Name of Applicant Agency:	
Address of Applicant Agency:	
Name of Contact Person:	
Telephone Number and E-mail Address of Contact Person:	
Brief Project Description:	
Amount of Funds Requested from the City:	\$
Check One: <input type="checkbox"/> Continuation Funding <input type="checkbox"/> New Proponent Request for Funding	
Program Priorities to be Addressed (<i>Refer to page 15</i>):	
Approval: _____ Signature of Board President	Date
Submission: _____ Signature of Executive Director	Date

PROPOSAL NARRATIVE

Please provide information about your organization's services and service systems. The Human Services Committee will review your proposal for completeness and response to each section and how you address the Criteria items 1 through 11 in this narrative. Limit your responses to no more than five pages. Outline your proposal responses in the following order:

1. MISSION STATEMENT AND NEED STATEMENT

State the mission statement of your organization and provide statistical data or other needs assessment data that documents the specific areas your agency will target in providing services to clients. Use the most current local data to support the need for services.

2. PROJECT DESCRIPTION AND COMMUNITY COORDINATION

Describe the project you are seeking funding for with information regarding how you provide the services, what is the staff role, and how do you ensure that your resources are best used. How do you coordinate with agencies in the community that can support your clients.

3. PROGRAM EVALUATION AND OUTCOME MEASURES

Provide a summary of findings from any professional outside program evaluator conducted of your agency's programs during the last 12-month period. If your agency conducted a self-evaluation please cite the findings of services evaluated by your agency. Please cite the most current, reportable measurable outcomes during the last 12 month period. May include short-term, intermediate or long-term outcomes. Please cite the time period for the reportable outcomes and identify the outcomes by services categories reported by your agency.

4. SUPPORTING RESEARCH

Cite the current academic and scientific research that identifies the efficacy of the modalities used by your agency to serve clients. Limit your citations to the most current research findings and studies. Identify the source by name of institution or institute, date, journal, or other recognized professional or research publication; as it relates to the services your agency seek underwriting support for in this request. Limit your citations to no more than one full page.

SCOPE OF PROPOSED SERVICES

Provide information about the type of services your agency proposes to provide to clients that warrants funding from the City of Santa Fe Human Services fund. For example, Counseling – 450 clients – 1,200 units – Individual and Family Counseling using Motivation Enhancement Therapy, Structured Family Therapy and Relapse Prevention Therapy. Fill in the matrix below:

<i>SERVICE CATEGORY</i>	<i>NUMBER OF TOTAL CLIENTS TO BE SERVED</i>	<i>NUMBER OF UNITS TO BE PROVIDED</i>	<i>MODALITY OR DESCRIPTION OF SERVICE</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

**REQUESTS FOR FUNDS FROM CITY
SUMMARY SHEET**

EXPENSE CATEGORY	TOTAL
1.0 Personnel Expenditures (Salary and Fringe Benefits)	\$
2.0 Contractual Services (e.g., Rent, Utilities, Insurance)	\$
3.0 Commodities (e.g., Office Supplies, Recreation Supplies)	\$
TOTAL	\$

NOTE: Page 25 provides sample line items for each of the expense categories for your review. Complete the following budget narrative sheet with clear and concise line item justifications for funds to be requested from the city. It is advisable that funding requests be reasonable and realistic.

BUDGET NARRATIVE SHEET

Itemize each entry by line-item code, description and amount. Indicate if salary is gross or net, part-time or full-time (specify by FTE, e.g., .50, .75, 1.0).

CITY OF SANTA FE
LINE ITEM BUDGET CATEGORIES

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

AGENCY BUDGET FORM
FY 2013-2014 Agency Budget by Line-Item and Funding Source

<i>Line-Item Category</i>	<i>State of NM (All Sources)*</i>	<i>Federal Government* (All sources)</i>	<i>City of Santa Fe*</i>	<i>McCune Foundation</i>	<i>Frost Foundation</i>	<i>Santa Fe Community Foundation</i>	<i>Other Sources* (combined)</i>	<i>Total All Sources</i>
Personnel & Fringe Benefits	\$							
Contractual Services	\$							
Commodities/Supplies	\$							
Capital Outlay	\$							
Sub-total:	\$							
In-Kind	\$							
GRAND TOTAL:	\$	\$	\$	\$	\$	\$	\$	\$
	(%)	(%)	(%)	(%)	(%)	(%)	(%)	(100 %)

*NOTE: You may substitute this page with your agency's own fund accounting spreadsheet that details out the requested information. If your agency receives funding from more than one department/division from any of these grantmakers, please specify the exact sources and funding amounts below. In the columns listed above indicate the percentage each column represents of the agency's overall grand total budget of 100%.

State of New Mexico	Federal Government	City of Santa Fe	Other	Amount
				\$
				\$
				\$
				\$
				\$

PROPOSAL EVALUATION PROCESS

All proposals will be evaluated by the staff 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, respectively, with proposal narrative materials. Proponents 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. Actual funding recommendations to the Finance Committee and the City Council are made by the members of the Human Services Committee.

The following items will be examined:

- program "fit" with stated priorities (refer to page 15);
- degree to which proposal meets Human Services criteria (refer to pages 15-16);
- current and proposed agency 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 citizens to be served, intensity of activity, and service categories;
- assessment of sponsoring organization's ability to successfully carry out proposed program activities, including examination of staff qualifications, organizational structure; and board make-up;
- general assessment of sponsoring organization's fiscal and administrative capability.

Each item is worth five (5) points maximum. A perfect score will therefore be 35 points.

**STAFF/HUMAN SERVICES COMMITTEE EVALUATION CRITERIA
FISCAL YEAR 2014-2015**

Proponent Program:	
Contact Person:	
Reviewer:	
Date:	

Please circle one number corresponding to the responsiveness of the proposed contractor; with one being the lowest or no response and five being the highest or best response.

Priority Services: (Circle One)

1 2 3 4 5 Agency/program addresses priority area(s) that will meet community needs.

Comments:

Funding Criteria: (Circle One)

1 2 3 4 5 Agency/program meets required criteria and submittals as stated in the RFP.

Comments:

Community Involvement: (Circle One)

1 2 3 4 5 Sponsoring agency actively cooperates with others in the human service community.

Comments:

Proposal Completeness: (Circle One)

1 2 3 4 5

Proposal for funding adheres to RFP requirements and is substantially complete.

Comments:

Scope of Activity: (Circle One)

1 2 3 4 5

Organization will serve appropriate number of citizens in cost effective manner.

Comments:

Program Capability: (Circle One)

1 2 3 4 5

Organization has qualified staff and appropriate organizational structure to meet program requirements.

Comments:

Fiscal and Administrative Capability: (Circle One)

1 2 3 4 5

Agency has proper fiscal systems and active Board of Directors to carry out program mandates.

Comments:

TOTAL POINTS EARNED:	
-------------------------	--

**EVALUATION CRITERIA
&
WEIGHTED VALUES**

EVALUATION COMMITTEE MEMBERS

At its discretion, the City reserves the right to alter the membership and size of the committee.

Scores of the evaluation committee members will be totaled to determine the top rated organizations.

If interviews are conducted, the scores totaled from the evaluation committee members from the interview evaluations will determine the organization's rate, unless other tangible extenuating circumstances are documented.

Unless noted elsewhere in this RFP, the same evaluation form will be used to separate the interview scores.

Human Services Evaluation Committee

Human Services Committee:

Kathleen Rowe
Dorothy Shepherd
Marizza Montoya-Gansel
Betty Ann Rose
Stephen Shepherd
Shirlee Davidson
Richard Tavares

Community Services Department, Youth and Family Services Division staff member:

Terrie Rodriguez

EXHIBIT "A"

**2013-14 Scope of Services:
Sample**

The Contractor shall provide the following services for the city:

A. The "Agency" rescues and purchases food from local, state and national sources and distributes food to 56 Santa Fe programs. "Agency" is a food bag program that prepares and provides 900 bags weekly.

1. Access to Emergency Food: 70,000 clients per quarter with up to 62 Santa Fe Partner Agencies for 930,000 pounds of food per quarter.

2. Access to Emergency Food: 300 Walk-in clients per quarter for 250 food bags per quarter.

3. Access to Emergency Food: Average of 10,400 clients per quarter receiving 900 food bags per week.

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, INTERIM CITY ATTORNEY 2/7/14

APPROVED:

MARCOS A. TAPIA, FINANCE DIRECTOR

Business Unit Line Item