

**CITY OF SANTA FE
COMMUNITY SERVICE**

"REQUEST FOR PROPOSALS"

**SANTA FE REGIONAL JUVENILE JUSTICE BOARD
ALTERNATIVE TO DETENTION PROGRAMS**

RFP #14/43/P

PROPOSAL DUE:

June 2, 2014

2:00 P.M.

**PURCHASING OFFICE
CITY OF SANTA FE
2651 SIRINGO ROAD
BUILDING "H" SANTA FE,
NEW MEXICO 87505**

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Attachments:

1. EEO Certification
2. Non-Collusion Affidavit of Proponent
3. Church/State Separation Certification Form
4. Sample Contract
5. Minimum Wage Ordinance

REQUEST FOR PROPOSALS

PROPOSAL NUMBER '14/43/P

Proposals will be received by the City of Santa Fe and shall be delivered to the City of Santa Fe Purchasing Office, 2651 Siringo Road Building "H" Santa Fe, New Mexico 87505 **until 2:00 P.M. local prevailing time, June 2, 2014**. Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

Santa Fe Regional Juvenile Justice Board Alternative to Detention Programs

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 of 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: 05/05/14
To be published on: 05/09/14

Received by the Albuquerque Journal Newspaper on: 05/05/14
To be published on: 05/09/14

PROPOSAL SCHEDULE

RFP # '14/43/P

- | | | |
|----|--|--|
| 1. | Advertisement | May 9, 2014 |
| 2. | Issuance of RFP'S: | May 9, 2014 |
| 3. | Receipt of proposals: | June 2, 2014 at 2:00 p.m.
local prevailing time.
Purchasing Office 2651
Siringo Road Bldg., "H"
Santa Fe, New Mexico
87505 (505) 955-5711 |
| 4. | Evaluation of proposals: | June 4, 2014 |
| 5. | Interviews: | June 5, 2014 |
| 6. | Recommendation of award
to Finance Committee: | June 16, 2014 |
| 7. | Recommendation of award
to City Council: | June 25, 2014 |

DATES OF CONSIDERATION BY FINANCE COMMITTEE 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 nine copies of the proposal. Proposals will be received by the Purchasing Office, until 2:00 p.m. local prevailing time, June 2, 2014.

The packets shall be submitted and addressed to the Purchasing Office, at 2651 Siringo Road Bldg. "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 was. 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: '14/43/P

Title of the proposal: Santa Fe Regional Juvenile Justice Board Alternative to Detention Programs

Name and address of the proponent:

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

2. PREPARATION OF PROPOSAL

Vendors 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 interpretation should be in writing addressed to, Purchasing Officer, 2651 Siringo Road Bldg. "H" Santa Fe, New Mexico, 87505 and to be given

consideration must be received at least (5) days prior to the date set for the receiving of proposals.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be delivered to all prospective firms not later than three days prior to the date fixed for the receipt of the proposals. Failure of any proposing firm to receive any such addenda or interpretations shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

The City reserves the right to not comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to a critical reason in the best interest of the City of Santa Fe.

4. LAWS AND REGULATIONS

The proposing firm'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

The proposal is to be multiple awards 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 the top three rated proponents; 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 firms 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 attached. 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. PROTESTS AND RESOLUTIONS PROCEDURES

Any proponent, offeror, or contractor who is aggrieved in connection with a 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's Purchasing Officer issues a purchase order document in response to the vendor's bid, a binding contract is created.

2. ASSIGNMENT

Neither the 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 of services or equipment after award will be accepted, unless means were provided for within the contract documents. Decreases in the scope of work of services or equipment can be made upon request by the city or if such variation has been caused by documented conditions beyond the vendor's control, and then only to the extent, as specified elsewhere in the contract documents.

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 vendor's invoice shall be submitted in duplicate and shall contain the following information: invoice number and date, description of the supplies or services, quantities, unit prices and extended totals. Separate invoices shall be submitted for each and every complete order.

(B) Invoice must be submitted to ACCOUNTS PAYABLE and NOT THE CITY PURCHASING AGENT.

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 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 vendor's default. The vendor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and with the fault or negligence of the Vendor 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 vendor 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 vendor agrees to comply with the Presidents Executive Order No. 11246 as amended.

10. **NON-COLLUSION**

In signing this bid or proposal, the vendor 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.

SCOPE OF SERVICES '14/43/P

GENERAL INFORMATION

Santa Fe Regional Juvenile Justice Board Funding:

Vision: To know where the juvenile justice system needs support so as to engage the community in solutions and to galvanize community resources for prevention and immediate intervention, thereby improving the lives of our youth, their chances for success, and building a healthier community.

Mission: To support the success of Santa Fe's youth through community and family.

Funding for the Santa Fe Regional Juvenile Justice Board (SFRJJB) comes from the State of New Mexico Children, Youth and Families Department (CYFD). Each year the SFRJJB has to submit a Request for Proposal (RFP) to acquire funding from CYFD for local alternative to detention programs and services.

The SFRJJB is working with the Annie E. Casey Foundation Core Strategies which include: collaboration, use of accurate data, objective admissions criteria, and instruments, new or enhanced non-secure alternatives to detention, case processing reforms, special detention cases, reducing racial disparities and improving condition of confinement. The SFRJJB is working with public agencies, public schools and community organizations to implement innovative and effective reforms that improve outcomes of children and youth who experience or are at risk of entering the juvenile justice system.

In addition to funding, the Board provides alternative to detention programs for juveniles in the community. These programs aid juveniles and families in two areas: prevention and intervention. The prevention programs are mentoring and gender specific. These programs work with elementary school children and helps them with their daily activities at school. This can include school work, social development, and meeting academic expectation. Middle school aged females are also a population that is looked at by the Board as a population that needs specialized attention. The intervention programs are Day Reporting and Intensive Community Monitoring (ICM). Both of these programs work with juveniles who are in the "system". Day Reporting is an educational program that the Santa Fe Public Schools and Santa Fe County help the Board administer. ICM is a program that helps juveniles prior to adjudication stay on course. Juveniles are helped by the ICM monitor as it pertains to education, work and social skills. The program also coaches them for Juvenile Probation as to their expectations.

In accordance with Core Strategies of Juvenile Detention Alternative Initiative (JDAI) the Board has begun to strategically focused their direction through a results based accountability and end results framework with community indicators to ensure that funding

is having a direct impact on the overall well being of juveniles that are in or are “touching” the juvenile justice system.

FUNDING CATEGORIES FOR FISCAL YEAR 2014-2015.

Funding categories are based on the SFRJJB RFP to CYFD. This year the SFRJJB is seeking proposals for programs in the following four alternative to detention categories:

1. Intensive Community
2. Day Reporting
3. Mentoring
4. Gender Specific (Voices Curriculum)

PURPOSE:

1. The purpose is to establish a continuum of cost effective services and temporary, non-secure alternative to detention in the City of Santa Fe for those youth who have been arrested or referred to juvenile probation and parole or are at risk of such referral.
2. To establish rich programming that is diverse, culturally competent and gender responsive. To include educational, vocational, behavioral health, medical care and other services.
3. To develop individualized service plans addressing carefully assessed needs, strengths and risks
4. To increase emphasis on prevention and early intervention in the juvenile justice system.

GOALS:

- 1 To improve the juvenile justice system through a juvenile justice continuum of services.
2. To reduce the disproportionate number of minority youth having contact with the juvenile justice system through a continuum of services and targeted DMC programs.

1. INTENSIVE COMMUNITY MONITORING:

Juveniles selected by the Children’s Court Judge to enter the ICM will be less likely to be placed in secure detention.

Performance measures:

OUTPUTS:

- A. The JPPO’S Risk Assessment Instrument (RAI) score for each participant
- B. Amount of grant funds allocated
- C. Number of juvenile offenders accessing ICM services.
- D. Grades, attendance, and overall behavior at school

OUTCOMES:

- A. The number of juvenile offenders who complete the requirements of the program.
- B. The number of juvenile offenders who re-offend while participating in the program.
- C. A cost analysis of the savings the County and City could realize resulting from participation in the program as an alternative to detention.

2. DAY REPORTING

The program will reduce recidivism of juvenile offenders and provide an alternative to secure detention.

OUTPUTS:

- A. The total number of daily slots
- B. The number in days from offender intake into the accountability program to receipt of a plan of care
- C. Number and prevent of eligible youth to enter the Day Reporting program
- D. Tracking of attendance rates

OUTCOMES:

- A. The number and percentage of program participants who commit additional juvenile offenses within six month and one year of completing Day Reporting Program
- B. The average length of time in days clients remain in the program
- C. The agency may request additional performance, output, outcome measures at any time during the term, such as proficiency improvement in core subjects of math, reading English and social studies.

3. MENTORING:

The referrals to this program will be made by elementary school teachers and Principal to help children with behavior in school. The target population will be high risk youth with multiple school code violations or conduct violations resulting in and out of school suspension, failing two or more classes, some may be on probation, committing delinquent acts at school or truant. This service will be for elementary school children.

OUTPUTS:

- A. The number of referrals in the program
- B. Demographics of youth (gender, age)
- C. Number of youth enrolled in program

OUTCOMES

- A. Number of juveniles who successfully completed the program requirements
- B. The number of program youth who offended while in the program or reoffended within 90 days of completion
- C. Collaboration with communities in Schools program to incorporate their indicators and outcomes for shared students

4. GENDER SPECIFIC:

Program is for juvenile females in middle school and high school. Entry into the program can come from school officials who deem it necessary for the child.

OUTPUTS :

- A. RAI score for each participant
- B. Amount of grant funding
- C. Number of group meetings per youth per month

OUTCOMES:

- A. Number of youth that complete the program successfully
- B. Number and percent of program participants who offend in program or reoffend in 90 days.

SUBMITTAL REQUIREMENTS '14/43/P

1. All applicable licenses (current) including a copy of 2014 Business Registration Certificate from the City of Santa Fe.
2. Applicant's current general liability insurance with a binder naming the City of Santa Fe as co-insured in accordance with the New Mexico's Tort Claims Act. (at Least one Million Dollars).
3. List names , address 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 Santa Fe Community. (If applicable)
4. New Mexico Incorporation Certificate or agreement that your agency operates under (If applicable)
5. IRS certificate for non-profit status if applicable (501 (c) 3 letter)
6. EEO/ADA Certification signed by Board Chairperson.
7. NON-COLLUSION AFFIDAVIT must be signed and notarized
8. Completion of Church/State separation Certificate
9. All applicants who have been audited must include a copy of their most recent audit. All applicants must include the most recent IRS 990 tax form.
10. Consolidated Income Statement with current month 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# 10. Those proposals not adequately addressing the submittal requirements maybe considered non-responsive and may be excluded from the application process. **Enclose these materials as attachments on the back of the proposal.**

Project Information:

1. Staple proposals or use binder clips double sided printing is accepted and encouraged.
2. Number pages sequentially. Ignore the numbering of forms as shown on this RFP.
3. Submit the original and the first copy with the Official Documents. Staple each of seven copies of just the Project Information, and submit all five copies (mailed or hand-delivered, with an absolute deadline of 2:00 p.m.) in an envelope or box which clearly indicates the following information:
Proposal Number: RFP # 14/ 43/ P

Title of the Proposal: Alternative to Detention Programs
Name and address of the proponent:

Mail or hand deliver to:
City of Santa Fe Purchasing Office
2651 Siringo Road Building H
Santa Fe NM 87505

Application Narrative

Provide the following information for each program you are applying (two pages or less):

- Program you are applying to provide
- Qualifications and experience
- Methods of doing the program to accomplish goals

Outputs

- Numbers of clients to serve
- Number of contacts per client

Outcomes

- List Impact Indicators from Eight Core
- Method of measurements and outcomes

Checklist for Application

Coversheet

Application Narrative

Submittal Requirements

- 2014 City of Santa Fe Business License and other applicable licenses
- General liability insurance with a binder listing the City of Santa Fe as co-insured
- Board Members (if applicable)
- NM Incorporation Certificate
- IRS letter as a 501(c)(3) (if applicable)
- EEO/Ada Certification
- Non-Collusion Affidavit
- Church/State Separation Certificate
- Recent Audit or IRS 990 Tax Form (if applicable)
- Consolidated Income Statement with current month year to date

**City of Santa Fe
Signature Sheet**

Funding Applications for Juvenile Justice

Name of Applicant:		
Business Address:		
Name of Contact Person:		
Telephone Number and E-mail Address of Contact Person:		
Brief Project Description:		
Amount of Funds Requested from the City:		\$
Scope of Services:		
Program Priorities to be Addressed (<i>8 Course Strategies</i>):		
Approval: _____		Date
Authorized Signature		
Submission: _____		Date
Authorized Signature		

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

**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 firms.

If interviews are conducted for the top three rated firms, those scores totaled from the evaluation committee members from the interview evaluations will determine the final top rated firm, 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.

Santa Fe Regional Juvenile Justice Board Members:

Deacon Anthony Trujillo, Chair
Mary Ellen Gonzales
Sam Jackson
Jennifer Romero
Mark Caldwell
Mark Dickson
Councilor Bill Dimas
Linda Trujillo
Judge Mary Marlow Sommers

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

Richard DeMella

**Juvenile Justice Board Alternatives to Detention
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 Program addresses priority area(s) that will meet the purpose of the funding.

Comments:

Funding Criteria: (Circle One)

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

Comments:

Scope of Activity: (Circle One)

1 2 3 4 5 Program will serve appropriate number of participants in cost effective manner.

Comments:

Program Capability: (Circle One)

1 2 3 4 5 Applicant has qualifications and education to meet program requirements.

Comments:

TOTAL POINTS EARNED:	
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