City of Santa Fe
Community Services Department

Request for Proposals:
Climate and Poverty Solutions

RFP # ‘17/27/P

PROPOSALS DUE:
January 20, 2017
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
December 9, 2017

Dear Climate and Poverty Solutions Applicants,

The City of Santa Fe sincerely appreciates your services to provide vital services to people living in poverty and to improve our environment. Your dedication to the environmental and human health of our community is what makes Santa Fe such a special place. I sincerely appreciate your efforts and look forward to receiving your proposal.

The purpose of this letter is part of the process regarding the Request for Proposal (RFP) packet for Fiscal Year 2017-2018 for the Mayor’s Verde Fund.

All agencies requesting City funding for Fiscal Year 2017-2018 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. Submit an original and one copy with all submittal requirements.

You may pick up a copy of this RFP at the Purchasing Office located at 2651 Siringo Road, Building H, anytime beginning December 9, 2017. The Purchasing Office is closed from 12:00 noon to 1:00 p.m. Inevitably there will be questions about this Request for Proposal process. So it is particularly important that you attend the training session, December 19, 2016 from 3:30-5:00 at Market Station Office, 500 Market Street, Suite 200, Santa Fe, NM 87501.

If you have any questions or need assistance with the RFP packet, please contact Chris Sanchez at 955-6678 or at agladd@santafenm.gov.

Thank you,

Javier M. Gonzales, Mayor
City of Santa Fe
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Attachments:

1. Score Sheet
2. Sample Contract
3. Instructions relating to Local Preference Certification Form and Veteran Status
4. Minimum Wage Ordinance
5. City of Santa Fe Non-Disclosure and Conflict of Interest Statement
REQUEST FOR PROPOSALS

PROPOSAL NUMBER # ‘17/27/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 before 2:00 p.m. local prevailing time, January 20, 2017. Any proposal received after this deadline will not be considered. This proposal is for the purpose of procurement of services for the following:

CLIMATE AND POVERTY SOLUTIONS

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: 12/02/16
To be published on: 12/09/16

Received by the Albuquerque Journal Newspaper on: 12/02/16
To be published on: 12/09/16
PROPOSAL SCHEDULE

RFP # ‘17/27/P

1. Advertisement: December 9, 2017
2. Issuance of RFP’S: December 9, 2017
3. Technical Assistance Training: December 19, 2017
   3:30 p.m. to 5:00 p.m.
   500 Market Station, Suite 200
   Santa Fe, NM 87501
4. Receipt of proposals: January 20, 2017
   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: February 3, 2017
6. Interviews:
   Recommendation of award
   to Finance Committee:
   Week of February 6, 2017
   February 27, 2017
8. Recommendation of award
   to City Council: March 8, 2017
9. Prepare contracts for Fiscal Year 2017-2018 June 1, 2017
10. Beginning of Fiscal Year 2017-2018 July 1, 2017

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

1. RECEIPT OF PROPOSALS

The City of Santa Fe (herein called "City"), invites firms to submit one original and one copy with submittal requirements. Proposals will be received by the Purchasing Office before 2:00 p.m. local prevailing time, on January 20, 2017.

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: ‘17/27/P
Title of the Proposal: CLIMATE AND POVERTY SOLUTIONS
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.

1. 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
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.

With acknowledgment of this intent and policy, the preference will only be applied when bids are received from in-state and county businesses, manufacturers and contractors that are within 5% of low bids received from out-of-state businesses, manufacturers and contractors (13-1-21 (A) -1-21 (F) and 13-4-2 (C) NMSA 1978).

To be considered a resident for application of the preference, the in-state bidder must have included a valid state purchasing certification number with the submitted bid.

Thus it is recommended that in-state bidders obtain a state purchasing certification number and use it on all bids, in order to have the preference applied to their advantage, in the event an out-of-state bid is submitted. In submitting a bid, it should never be assumed that an out-of-state bid will not be submitted.
For information on obtaining a state purchasing certification number, the potential bidder should contact the State of New Mexico Taxation and Revenue Department.

All resident preferences shall be verified through the State Purchasing Office. Applications for resident preference not confirmed by the state Purchasing Office will be rejected. The certification must be under the bidder's business name submitting the bid.

NON-APPLICATION-COMPETING IN-STATE BIDDERS

If the lowest responsive bid and the next responsive bids within 5% of the lowest bid, are all from the state of New Mexico, then the resident preference will not be applied and the state purchasing certification number will not be considered. To be considered an in-state bidder in this situation, the bidders must meet the definition criteria of Chapter 13-1-21 (A)(1) and Chapter 13-4-2 (A) NMSA 1978. After examining the information included in the bid submitted, the city Purchasing Director may seek additional information of proof to verify that the business is a valid New Mexico business. If it is determined by the city Purchasing Director that the information is not factual and the low responsive bid is actually an out-of-state bidder and not a New Mexico business, then the procedures in the previous section may be applied.

If the bidder has met the above criteria, the low responsive "resident" bid shall be multiplied by .95. If that amount is then lower than the low responsive bid of a "non-resident" bidder, the award will be based taking into consideration the resident preference of 5%.

APPLICATION FOR LOCAL PREFERENCE

For the purposes of this section, the terms resident business and resident manufacturer shall be defined as set out in Section 13-1-21 NMSA 1978; the term local as applied to a business or manufacturer shall mean:

Principal Office and location must be stated: To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.

The PREFERENCE FACTOR for resident and local preferences applied to bids shall be .95 for resident and .90 for local. The preference for proposals shall be 1.10 for local.

New Mexico Resident Veteran Business Preference: New Mexico law, Section 13-1-22 NMSA 1978, provides a preference in the award of a public works contract for a “resident
veteran business”. Certification by the NM Department of Taxation and Revenue for the resident veteran business requires the Offeror to provide evidence of annual revenue and other evidence of veteran status.

An Offeror who wants the veteran business preference to be applied to its proposal is required to submit with its proposal the certification from the NM Department of Taxation and Revenue.

If an Offeror submits with its proposal a copy of a valid and current veteran resident business certificate, 7%, 8%, or 10% of the total weight of all the evaluation factors used in the evaluation of proposal may be awarded.

The local preference or resident business preference is not cumulative with the resident veteran business preference.

Proposals for Goods and Services. When proposals for the purchase of goods or services pursuant to Section 23 are received, the evaluation score of the proposal receiving the highest score of all proposals from those proponents in the first category listed above shall be multiplied by the Preference Factor. If the resulting score of that proposal receiving the preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to that proponent receiving the preference. If no proposal are received from proponents in the first category, or if the proposal receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of proposals listed to determine if a proponent qualifies for award.

Qualifications for Local Preference. The Central Purchasing Office shall have available a form to be completed by all bidders/proponents who desire to apply for the local preference as a local business. The completed form with the information certified by the offeror must be submitted by the bidders/proponents with their bid or proposal to qualify for this preference.

Limitation. No offeror shall receive more than a 10% for local preference pursuant to this section on any one offer submitted. A bidder may not claim cumulative preferences.

Application. This section shall not apply to any purchase of goods or services when the expenditure of federal and/or state funds designated for a specific purchase is involved and the award requirements of the funding prohibit resident and/or local preference(s). This shall be determined in writing by the department with the grant requirements attached to the Purchasing Office before the bid or request for proposals is issued.
Exception. The City Council at their discretion can approve waiving the Local Preference requirements for specific projects or on a case by case basis if it is the City’s best interest to do so.

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 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**

Three (3) Progress Reports and one (1) Final Project Report assessing fiscal and programmatic goals for each phase as stated in the Scope of Services section of the contract will be required for submittal to Youth and Family Services.

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.
DEFINITIONS

*Area Median Income (AMI)* means the median income for the Santa Fe metropolitan statistical area as adjusted for various household sizes and published and revised annually by the United States Department of Housing and Urban Development.

Current income limits are found at: [https://www.huduser.gov/portal/datasets/il/il2016/select_Geography.odn](https://www.huduser.gov/portal/datasets/il/il2016/select_Geography.odn).

*Carbon Neutrality* means achieving net-zero greenhouse gas emissions in carbon dioxide equivalencies in the community by, among other things, increasing the number of renewable energy-related projects; implementing energy efficiency and energy conservation programs and practices; managing regional land and water resources more effectively; and, as only necessary, utilizing carbon sequestration accounting and the acquisition of carbon credits to offset any remaining emissions.

*Extremely Low Income* means earning less than 30% of Santa Fe’s AMI, as adjusted for family size.

*Low Income* means earning from 50 – 80% of Santa Fe’s AMI, as adjusted for family size.

*Poverty Thresholds/Guidelines* means the income level below which an individual or family is considered “poor” and thus eligible for public program eligibility. The measure is updated annually by the Census Bureau and can be accessed at: [http://www.census.gov/topics/income-poverty/poverty.html](http://www.census.gov/topics/income-poverty/poverty.html)

*Very Low Income* means earning from 30 – 50% of Santa Fe’s AMI, as adjusted for family size.
GENERAL INFORMATION

Almost one out every five people living in Santa Fe live in poverty and are faced with numerous challenges. Many low-income people are under-employed or unemployed; 47% of renters are challenged to find adequate, affordable and secure housing; and, over 70% of public school students participate in free or reduced lunch programs. At the same time, Santa Fe is faced with increasing impacts from climate change, including hotter temperatures and higher energy costs, and is in the midst of identifying ways to reduce its impact on global climate change, mitigate the effects of climate change and to secure its energy future.

In response to these challenges, the Verde Fund was established by Resolution 2016-42 with the following stated goals:

1. Reduce systemic poverty through the city;
2. Achieve carbon neutrality in Santa Fe by 2040; and
3. Promote workforce empowerment and create opportunity for the unemployed.

Experts around the world agree that populations living in poverty are the most adversely affected by climate change and bear the most costs as a result of global warming. The Verde Fund is designed to ensure that these issues are addressed together, so that the most vulnerable people in our community have better opportunities to improve their health, education and financial well-being. At the same time, the actions funded through the Verde Fund will contribute positively to our overall response to climate change.

Funding

The Verde Fund is the source of funding for the Climate and Poverty Solutions RFP

Mission of the Climate and Poverty Solutions Project

To provide a specific set of integrated, wrap-around services that strengthen the long-term housing, healthcare, education, transportation, food, and employment opportunities for highly vulnerable, at-risk families and individuals while reducing energy use and lowering carbon emissions.

Eligible Applicants

Nonprofit service providers, government entities, foundations, for-profit organizations including any corporation, limited liability company, partnership, joint venture,
syndicate, association or consortia of any combination are considered eligible applicants for the Climate and Poverty Solutions Project.

Project Guidelines

Climate and Poverty Solutions projects will serve the community by simultaneously addressing the needs of people living in poverty and reducing carbon emissions/energy use in the city. This will be realized most effectively through programs that lower living costs for low- and very-low income people while also providing options to lower energy use. Particularly the City will look for creative collaborations, development of partnerships, and integration of services amongst solutions providers. Examples may include:

1. Energy efficiency and/or renewable energy improvements to rental facilities or owner-occupied housing that lower operating costs and result in expanded services for residents and/or a lowered monthly utility/housing cost;
2. Equitable access to high quality community services, such as low carbon public transportation, health care, locally sourced healthy food, and housing support specifically for people living in poverty situations, including those identified as “high utilizers” of 911 services.
3. Workforce training programs that build skills and job aptitude necessary for higher wage, permanent jobs.

Example Metrics for Successful Outcomes

1. Establishment of an integrated, coordinated assessment and services delivery system to systematically address poverty factors.
2. Reduced energy use, quantifiable by kilowatt hours/heat-related BTUs and associated lowering of utility bills.
3. Reduced housing cost burden and increased long term housing stability.
4. Improved access to, reduced cost of, and reduced carbon emissions of public transportation.
5. Increased participation in GED and continuing education programs.
6. Increased workforce training and job aptitude program participation.
SCOPE OF WORK

To achieve the above-described goals, the Verde Fund will support a collaborative, multi-pronged strategy with three complementary areas of work: Program Development; Program Implementation; and Assessment and Program Expansion. An organization is eligible to receive funding in more than one area of work. Collaborative response submissions are encouraged. Lead organizations will serve as the primary respondent for the RFP submittal, and partners/collaborators should define their specific roles and responsibilities that are critical in achieving the goals of the program.

I. Program Development Phase (15% of Project Total): Primary respondent and/or partners will design a program framework that accomplishes the following:
   a. Identifies current service-related programs, assets and opportunities;
   b. Identifies existing challenges and weaknesses in present service-related programs/delivery system;
   c. Identifies specific target population to be served;
   d. Defines goals and programmatic deliverables;
   e. Develops a related scope of work for the delivery and implementation of a “Climate & Poverty Solutions” project/program that contains an associated set of achievable, measurable goals/metrics that define success;
   f. Secures project team;
   g. Creates a “coordinated assessment” process through which the needs of very low income people are assessed, and systematically and comprehensively addressed.
   h. Identifies key agencies to provide wraparound support services that includes a well-defined case management and referral system; and
   i. Secures a minimum of $1 to $1 funding to match the Verde Fund contribution from either direct matching funds, through partnerships, or any combination thereof. Higher match ratios will result in higher scores on the RFP evaluation criteria.

Phase I as described above will be entitled to funding that does not exceed 20% of the Verde Fund balance and will be required to deliver the program within four months of entering into a contractual agreement with the City. A report documenting the program framework will be due 30 days prior to the start of Phase II.

II. Program Implementation Phase (75% of Project Total): Primary respondents and/or partners will implement the proposed project and provide services for a
designated time frame. The implementation phase will follow the work plan and timeline provided in the Project Narrative, including services provision, data collection, reporting of outcomes, invoicing and accounting, and project completion.

Phase II as described above will be entitled to funding that does not exceed 70% of the Verde Fund balance and will be required to deliver the program within 12 months of entering into a contractual agreement with the City. An interim progress report will be delivered after 6 months and a final report at the end of the project.

III. Assessment and Program Expansion Phase (10%): Contractor will create a pro-forma for the Verde Fund resulting in an expanded, long-term program and financial plan. The final phase will evaluate outcomes of funded projects (as described in the Metrics for Successful Outcomes) and identify partners and funding sources to create ongoing revenue into the Verde Fund. A permanent funding stream may come partially from designated City funds but ideally would be a combination of funds from other private, nonprofit, philanthropic, and governmental sources. Funded projects would be required to demonstrate that poverty reduction can be achieved simultaneously with lowering energy use, carbon emissions and costs. This relationship would provide the basis for a budgeting prototype that considers human need, infrastructure improvements, energy use and carbon emissions, and social and health services in conjunction with each other.

Phase 3, as described above will be entitled to funding that does not exceed 10% of the Verde Fund balance and will be required to provide the deliverable as described within 2 months of program completion (Phase II).
PROPOSAL NARRATIVE

1. **Program Narrative (not to exceed three pages):** Please clearly describe the following:
   
a. State the purpose, goals and objectives of the proposed program(s).

b. Include location(s), frequency, and type of services provided.

c. Describe how the proposed program will fulfill essential need(s) in our community. If possible, please use local/state data to demonstrate “need.”

d. Describe how the proposed program will meet the goals and objectives of the Verde Fund priorities (what are the underlying assumptions about why the chosen program will produce the desired outcomes?).

2. **Data Collection (not to exceed three pages):** Please describe and/or illustrate the following:
   
a. Describe the plan for collecting data to evaluate the performance of the Verde Fund-funded program(s).

b. Illustrate how the proposed program is effective with the population of focus.

c. Indicate how the organization will collect data that demonstrates the alignment of the proposed program(s) with the Human Services Outcomes and Indicators, City of Santa Fe’s 25-Year Sustainability Plan, and other ongoing affordable housing and job training programs.

d. 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):** Please explain in detail any collaboration with other organizations required to implement the proposed program.
   
a. Describe the processes of program planning (include MOUs if applicable), implementation, and any planned evaluation activities.

b. Demonstrate the effectiveness of the collaboration with performance measures/outcomes.
4. **Organizational Capacity:** Please describe and/or illustrate the following:

   a. **Governance:** 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. **Staffing:** 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. Additionally, provide a key list of staff positions for the project and outline the role, hourly wage, credentials, and relevant experience.

   c. **Reporting:** Please describe and include supporting documentation reflecting how staff and the Board promote timely and accurate reports.

5. **Budget and Work Plan:**

   a. **Budget:** Provide a detailed budget of the program being requested. 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. Describe use of leveraged and matching funds and provide evidence that operating budget of organization is sufficient to administer the proposed program/project.

   b. **Work Plan:** attach a Work Plan that describes the goals, objectives and outcomes in greater detail as related to budgetary expenditures and to a project timeline.
Submittal Requirements

Please ensure that the following documents are included into the original and copy of the original proposal only.

1. Transmittal Letter – on your organization’s letterhead, provide a brief letter outlining the following: a brief summary of your proposed project, funding amount requested and name, telephone number, email, and address of your organization’s contact person for this application. Also indicate whether your organization is a nonprofit organization, partnership, corporation, or other.


3. All applicable licenses (current), including a copy of 2016 Business Registration Certificate for the City of Santa Fe, State of NM CRS #, federal tax ID #. If not applicable, please provide a brief explanation.

4. Documentation that the Applicant is duly organized in accordance with State or local law and is in good standing with any state authorities such as the Public Regulation Commission (e.g. Articles, Bylaws, and Certificate of Good Standing for a Corporation; Articles, Operating Agreement, and Certificate of Good Standing for a Limited Liability Company; partnership agreement and certificate of limited partnership for a partnership);

4. IRS Certificate for non-profit status, if applicable, or submittal of current registration as a charitable organization or proof of exemption.

6. NON-COLLUSION AFFIDAVIT must be signed and notarized.
PROPOSAL EVALUATION PROCESS

The initial review of all proposals will be conducted by the staff members representing the City of Santa Fe’s Children and Youth Commission, Office of Affordable Housing, Office of Economic Development, Office of Renewable Energy and the City Manager’s Office.

A summary of the proposals will be forwarded to a review board appointed by the Mayor composed of members of the Children and Youth Commission and the Chair and co-Chair of the Sustainable Santa Fe Commission.

Applicants will have an opportunity to address their proposals at the provider hearings.

The members of the review board, based on the following criteria, will make actual funding recommendations to the Finance Committee of the City Council:

- Program "fit" with the stated goals of the Verde Fund;

- Adherence to RFP requirements and completeness of proposal package;

- Commitment of leveraged and matching funds as well as evidence that operating budget is sufficient to administer the proposed program/project;

- Proposed scope of services, including number of people who will benefit, quality of program, and alignment of environmental benefits, including reduced energy use and lowered carbon emissions; and,

- Assessment of sponsoring organization's ability to successfully carry out proposed program activities, including examination of staff qualifications, organizational structure, and board composition.
## Evaluation Criteria for Verde Fund RFP

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Weighted Value</th>
<th>Evaluation Points (1-5)</th>
<th>Total Points</th>
<th>Max. Score</th>
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<td><strong>Funding</strong></td>
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<td>• Leverages equal amounts from other sources and secured match (required)</td>
<td>20%</td>
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<td>• Leverages additional amounts from other sources</td>
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<td>• Operating budget shows evidence of sufficient revenue to administer the proposed program</td>
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<td><strong>Low Income Population Benefit &amp; Project Feasibility</strong></td>
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<td>The proposal demonstrates that it will achieve the metrics for successful outcomes and provides a realistic time frame for completion of funded project/program activities</td>
<td>30%</td>
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<td><strong>Energy / Carbon Reduction Benefit and Project Feasibility</strong></td>
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<td>The proposal demonstrates that it will achieve the metrics for successful outcomes and provides a realistic time frame for completion of funded project/program activities</td>
<td>30%</td>
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<td><strong>Demonstrated Capability – Organizational Management</strong></td>
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<td>• Staff</td>
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<td>• Organizational Experience</td>
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<td>• Collaboration approach</td>
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<td>• Expertise in type(s) of service(s) proposed</td>
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<td>• Demonstrated Financial Soundness</td>
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<td><strong>TOTAL:</strong></td>
<td>100%</td>
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<td>500</td>
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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 utilize Verde Funds to provide one or more of the following services for the City:

A. Design a program framework that accomplishes the following:

1) Identifies current service-related programs, assets and opportunities;

2) Identifies existing challenges and weaknesses in present service-related programs/delivery system;

3) Identifies specific target population to be served;

4) Defines goals and programmatic deliverables;

5) Develops a related scope of work for the delivery and implementation of a "Climate & Poverty Solutions" project/program that contains an associated set of achievable, measurable goals/metrics that define success;

6) Secures project team;
7) Creates a “coordinated assessment” process through which the needs of very low income people are assessed, and systematically and comprehensively addressed.

8) Identifies key agencies to provide wraparound support services that includes a well-defined case management and referral system; and

B. Through a partnership of nonprofit service providers, government entities, foundations, for-profit corporations or consortia of any combination thereof, the Contractor shall provide services related to the three goals of the Verde Fund:

1) Reduce systemic poverty through the city;

2) Achieve carbon neutrality in Santa Fe by 2040; and

3) Promote workforce empowerment and create opportunity for the unemployed.

C. Contractor shall create a pro-forma for the Verde Fund resulting in an expanded, long-term program and financial plan. The final phase will evaluate outcomes of funded projects (as described in the Metrics for Successful Outcomes) and identify partners and funding sources to create ongoing revenue into the Verde Fund. A permanent funding stream may come partially from designated City funds but ideally would be a combination of funds from other private, nonprofit, philanthropic, and governmental sources. Funded projects would be required to demonstrate that reducing poverty can be achieved simultaneously with lowering energy use and costs. This relationship would provide the basis for a
budgeting prototype that considers human need, infrastructure improvements, energy use, and social and health services in conjunction with each other.

2. **STANDARD OF PERFORMANCE; LICENSES**

   A. The Contractor represents that it possesses the 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 ($___), plus/inclusive of applicable gross receipts taxes. Payment shall be made for services actually rendered at a rate of _________ dollars ($_____) per hour.

   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 and approval 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 terminate on______, 20___, unless sooner pursuant to Article 6 below.

6. **TERMINATION**

   A. This Agreement may be terminated by the City upon ____ 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, 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, then 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 contract.

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. **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:

PO Box 909
Santa Fe, NM 87504-0909

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

CITY OF SANTA FE:  CONTRACTOR:

JAVIER M. GONZALES, MAYOR  
NAME & TITLE

DATE:____________________  DATE:____________________
ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

__________________  11/24/18
KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

__________________
ADAM K. JOHNSON, FINANCE DIRECTOR

BUSINESS UNIT/LINE ITEM
INSTRUCTIONS RELATING TO LOCAL PREFERENCE CERTIFICATION FORM

1. **All information must be provided.** A 10% local preference may be available for this procurement. To qualify for this preference, an offeror must complete and submit the local preference certification form with its offer. If an offer is received without the form attached, completed, notarized, and signed or if the form is received without the required information, the preference will not be applied. The local preference form or a corrected form will not be accepted after the deadline for receipt of bids or proposals.

2. **Local Preference precedence over State Preference:** The Local Preference takes precedence over the State Resident Preference and only one such preference will be applied to any one bid or proposal. If it is determined that the local preference applies to one or more offerors in any solicitation, the State Resident Preference will not be applied to any offers.

3. **Principal Office and location must be stated:** To qualify for the local preference, the principal place of business of the enterprise must be physically located within the Santa Fe County Geographic Boundaries. The business location inserted on the Form must be a physical location, street address or such. DO NOT use a post office box or other postal address. Principal place of business must have been established no less than six months preceding application for certification.

4. **Subcontractors do not qualify:** Only the business, or if joint venture, one of the parties of the joint venture, which will actually be performing the services or providing the goods solicited by this request and will be responsible under any resulting contract will qualify for this preference. A subcontractor may not qualify on behalf of a prime contractor.

5. **Definition:** The following definition applies to this preference.

A local business is an entity with its Principal office and place of business located in Santa Fe County. A Principal office is defined as: The main or home office of the business as identified in tax returns, business licenses and other official business documents. A Principal office is the primary location where the business conducts its daily operations, for the general public, if applicable. A temporary location or movable property, or one that is established to oversee a City of Santa Fe project does not qualify as a Principal office.

**Additional Documentation:** If requested a business will be required to provide, within 3 working days of the request, documentation to substantiate the information provided on the form. Any business which must be registered under state law must be able to show that it is a business entity in good standing if so requested.

Veteran/Local Preference - 1
LOCAL PREFERENCE CERTIFICATION FORM

RFP/RFB NO: __________________________________________

Business Name: __________________________________________

Principal Office: __________________________

Street Address               City             State             Zip Code

City of Santa Fe Business License #________________ (Attach Copy to this Form)

Date Principal Office was established: _________________ (Established date must be six months before date of Publication of this RFP or RFB).

CERTIFICATION

I hereby certify that the business set out above is the principal Offeror submitting this offer or is one of the principal Offerors jointly submitting this offer (e.g. as a partnership, joint venture). I hereby certify that the information which I have provided on this Form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the City of Santa Fe, will provide within 3 working days of receipt of notice, the necessary documents to substantiate the information provided on this Form.

Signature of Authorized Individual: __________________________

Printed Name: __________________________________________

Title: __________________________ Date: ______________

Subscribed and sworn before me by________________________ this____, day of ____________

My commission expires____________ Notary Public

SEAL
YOU MUST RETURN THIS FORM WITH YOUR OFFER RESIDENT VETERANS PREFERENCE CERTIFICATION

____________________________ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans’ preference to this procurement.

Please check one box only:

____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than $1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than $1M but less than $5M allowing me the 8% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than $5M allowing me the 7% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

____ I agree to submit a report or reports to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

In conjunction with this procurement and the requirements of this business application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, which awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I understand that knowingly giving false or misleading information on this report constitutes a crime.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.
(Signature of Business Representative)*  (Date)

*Must be an authorized signatory of the Business.

The representation made by checking the above boxes constitutes a material representation by the business. If the statements are proven to be incorrect, this may result in denial of an award or un-award of the procurement.

SIGNED AND SEALED THIS__________DAY OF ________________, 2016.

________________________________________

NOTARY PUBLIC

My Commission Expires:

________________________________________
PURSUANT TO THE CITY OF SANTA FE
LIVING WAGE ORDINANCE, SECTION 28-1 SFCC 1987
EFFECTIVE MARCH 1, 2016 ALL WORKERS WITHIN THE
CITY OF SANTA FE
SHALL BE PAID A LIVING WAGE OF

$10.91
PER HOUR

Santa Fe's Living Wage
The Santa Fe Living Wage Ordinance establishes minimum hourly wages.
The March Living Wage increase corresponds to the increase in the Consumer Price
Index (CPI).
All employers required to have a business license or registration from the City of Santa
Fe (“City”) must pay at least the adjusted Living Wage to employees for all hours worked
within the Santa Fe city limits.

Who is Required to Pay the Living Wage?
The City to all full-time permanent workers employed by the City;
Contractors for the City, that have a contract requiring the performance of a service but
excluding purchases of goods;
Businesses receiving assistance relating to economic development in the form of grants,
subsidies, loan guarantees or industrial revenue bonds in excess of twenty-five thousand
dollars ($25,000) for the duration of the City grant or subsidy;
Businesses required to have a business license or registration from the City; and
Nonprofit organizations, except for those whose primary source of funds is from Medi-
caid waivers.
For workers who customarily receive more than one hundred dollars ($100) per month in
tips or commissions, any tips or commissions received and retained by a worker shall
be counted as wages and credited towards satisfaction of the Living Wage provided
that, for tipped workers, all tips received by such workers are retained by the workers,
except that the pooling of tips among workers shall be permitted.

More Information, including the Living Wage Ordinance, is available at
http://www.santafenm.gov
(Click on Hot Topics/Living Wage)
CITY OF SANTA FE (CSF)
NON-DISCLOSURE AND CONFLICT OF INTEREST STATEMENT

REQUEST FOR PROPOSAL #17/27/P

EVALUATOR NAME: ________________________________

CSF policy is to prevent personal or organizational conflict of interest, or the appearance of such conflict of interest, in the award and administration of CSF contracts and Purchase Orders.

I, ________________________________, the undersigned, hereby certify that the following statements are true and correct and that I understand and agree to be bound by commitments contained herein.

I am acting at the request of CSF as a participant in the evaluation of offers/proposals received in response to the Request for Offers/Request for Proposals, entitled and/or numbered _______________. I am acting of my own accord and not acting under duress. I am not currently employed by, nor am I receiving any compensation from, nor have I been the recipient of any present or future economic opportunity, employment, gift, loan, gratuity, special discount, trip, favor, or service in connection with any offer/proposal or involved Offeror/Proposer in return for favorable consideration. I have no preconceived position on the relative merits of any of the offers/proposals nor have I established a personal preference or position on the worth or standing of any Offeror/Proposer participating in this action. CSF policy is to prevent personal or organizational conflict of interest, or the appearance of such conflict of interest, in the award and administration of CSF contracts, including, but not limited to contracts for professional services, agreements with consultants and Purchase Orders.

I hereby certify that to the best of my knowledge and belief, no conflict of interest exists that may diminish my capacity to perform an impartial, technically sound, objective review of this proposal(s) or otherwise result in a biased opinion or unfair competitive advantage. I agree not to disclose or otherwise divulge any information pertaining to the contents, status, or ranking of any offer/proposal to anyone other than the team leader or other evaluation team members. I understand the terms and "disclose or otherwise divulge" to include, but are not limited to, reproduction of any part or any portion of any offer/proposal, or removal of same from designated areas without prior authorization from the evaluation team leader. I agree to perform any and all evaluations of said offers/proposals in an unbiased manner, to the best of my ability, and with the best interest of CSF paramount in all decisions. I agree to return to CSF Purchasing Department all copies of proposals, as well as any abstracts, upon completion of the evaluation.

______________________________
SIGNATURE AND DATE: