REQUEST FOR QUALIFICATIONS

#18/29/RFQ

Peer Support Specialist for Homeless and Precariously Housed Veterans

Closing Date: March 16th 2018
Before 2:00 p.m.

Submit To: COMMUNITY SERVICES
(closed from 12:00 noon – 1:00 p.m.)
CITY OF SANTA FE
500 MARKET STATION, SUITE 200
SANTA FE, NEW MEXICO 87501
Or Email To: jjsanchez@santafenm.gov

REQUEST FOR QUALIFICATIONS

PEER SUPPORT SPECIALIST FOR HOMELESS AND PRCARIOUSLY HOUSED VETERANS FUNDING

Background: The Veterans Advisory Board (VAB) addresses matters affecting local veterans in the City of Santa Fe. The purpose of the Peer Support Specialist is to work with and if possible alleviate catastrophic and unforeseen circumstances on the veteran's well-being, safety and self-sufficiency. The VAB honors and recognizes the contributions local veterans have made to our community and our nation.

Proposals for the Part-time Peer Support Specialist will be capped at $10,000.00 per year.

Funding will be utilized for a part-time peer support specialist (at least 20 hours a week) to assist homeless and precariously housed veterans only with accessing basic material goods and services like food and shelter, health, and related crisis services that are available to both veterans and residents. The applying agency will have the ability to vet veterans for veteran eligibility status and also be able to collaborate with local nonprofits, veteran organizations and boards on outreach and care coordination for program participants.

Contracts are for one year with the option to renew for up to 3 years.

The VAB continues to strategically focus on ensuring that funding is having a direct impact on the overall well-being of veterans and their families within the community. The Board's intent is to strategically align applicants with results-based outcomes for their service populations. The ultimate goal is to track and compare data and outcomes with local, state and national statistics.

Applicants are strongly encouraged to collaborate and partner with service providers to measure, track, and demonstrate sustaining impact.

Applicants shall be limited to local non-profit organizations that have been granted and currently hold tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

Funding is on a cost reimbursement basis. Payment is made after costs have been incurred and reimbursement has been requested showing that work has been done.

Reporting requirements are bi-yearly, dates are specified in "exhibit c" of the contract. Site reviews and/or visits are conducted by City staff members or consultants. Funded programs may be expected to participate in several training and technical assistance opportunities during the funding year.

Submittal Requirements: The City of Santa Fe Veteran's Advisory Board is seeking respondents to serve Santa Fe area veterans. Proposals should include the following:

- **Organization/Program Description:** State the purpose, goals, objectives, and services of the proposed program(s). Describe how the proposed program will fulfill essential need(s) in our community and the at-risk individuals/population it will impact. If possible, please use local/state data to demonstrate "need."
- **Deliverables and Measures:** Provide a description of a proposed plan to achieve the progress on Veterans homelessness, housing, healthcare and employment. Describe the plan for collecting data to evaluate the performance of the funded program.
- **Collaboration:** Specify the nature of the collaboration, i.e., accept or make direct referrals, continuum of care with specific clients, or other.
- **Team Members:** Details on the professional experience or veteran status on the personnel hired or being hired for the position. Priority hiring goes to local veterans and then individuals experienced with working with veterans or other vulnerable populations.
- **Additional Attachments:** Cover Page, a copy of 2017 Business Registration Certificate for the City of Santa Fe, applicant's current general liability insurance certificate with binder naming the City as co-insured in accordance with the New Mexico Tort Claims Act (minimum one million dollars.) (Worker's Compensation, Employers' Liability, and Professional Services Liability, if required), New Mexico Incorporation Certificate or agreement that your agency operates under, IRS Certificate for non-profit status, if applicable (501 (c) 3 letter), EEO/ADA Certification signed by Board Chairperson or Executive Director, NON-COLLUSION AFFIDAVIT must be signed and notarized , completion of Church/State Separation Certificate.

Evaluation Criteria: The evaluation committee with consist of members of the Veterans Advisory Board and the Youth and Family Services Division. Applications will be scored according to the following:

Organization/Program Description:	40%
Deliverables and Measures:	20%
Collaboration:	20%
Team Members:	20%

Contact: Julie Sanchez, Youth and Family Services Program Manager at (505) 955-6678 or jjsanchez@santafenm.gov if you have any questions.

ANY MANDATORY DOCUMENTS NOT SUBMITTED IN THE PACKET WILL BE CONSIDERED AN INCOMPLETE APPLICATION

(Cover Page)

City of Santa Fe **Peer Support Specialist for Homeless and Precariously Housed Veterans** **2018-2019**	
Name of Nonprofit Organization:	
Name of Executive Director:	
Name of Board President:	
Name, Contact Information (Address, Phone, and Email) of Person Submitting Request:	
Amount Requested:	
Cost Per Participant:	
Program Name or Service being requested for Funding:	
Brief Program or Service Description:	
Proposed number of unduplicated participants:	
Ages of Program Participants (18-60+):	
Check One: ☐ New Applicant ☐ Previous Grantee	
Funding Category to be Addressed: ☐ Part-time Peer Support Specialist	
_____ Signature of Executive Director or Board President	_____ Date

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 _____, 2018.

_____
Notary Public

My Commission Expires: _____

CHURCH/STATE SEPARATION CERTIFICATION FORM

Certification by non-profit agency(s)

I, _____, Board Chairman/Executive Director 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 or comparable authorized official

Date