



# City of Santa Fe, New Mexico

200 Lincoln Avenue, P.O. Box 909, Santa Fe, NM 87504-0909  
www.santafenm.gov

*Alan Webber, Mayor*

Councilors:

Signe I. Lindell, Mayor Pro Tem, District 1

Renee Villarreal, District 1

Peter N. Ives, District 2

Carol Romero-Wirth, District 2

Roman "Tiger" Abeyta, District 3

Chris Rivera, District 3

Mike Harris, District 4

JoAnne Vigil Coppler, District 4

April 4, 2019

## NOTE TO PROPONENTS

ADDENDA # 3 TO RFP # 19/31/P

### **Human Services Committee Funding**

Questions:

On page 25 of the RFP under Organizational Stability and section C. Fiscal, question 1 asks for a detailed two-year program budget and to follow instructions on attachments A, B & C. But then Budget Attachment B (Proposed Program Budget) specifically asks for a one-year budget?? Do I fill in the Total Funding Request and Other Funders columns with one-year or two-year numbers or since our one- and two-year budgets will be the same just submit separate pages for year one and year two?

It would just be a one year budget as outlined under attachment B, HS funding is for two years so the one year amount will be the same for year two.

I'm also confused about how you want us to calculate the Cost per Participant rate. Should we divide the total one-year program cost from Budget Attachment B, column 2 by the number of program participants or the amount of Human Services funds requested by program participant on column 3 by participants? On the proposal cover page it would seem you want the former (total program cost divided by participants). But at the end of Budget Attachment C (RFP page 34) it seems you want the HS program funding request amount divided by number of participants since this figure needs to add up to the Grand Total number from Attachment C that sums up only the Human Services Funding Request (which is not actually the real cost/client).

Follow the instructions on page 29 – **BUDGET ATTACHMENT OVERVIEW (Please read first)**

As a reminder this contract is a deliverable based contract which means agencies will be reimbursed based on the cost per participant and the number of participants served, this number can be low or high– the goal of funding this year is to provide either tier I or tier II services to



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individuals; currently there is not a set reimbursement rate for navigation so the Committee is relying on amounts set by agencies applying.

Both attachment B and C are guidelines for the Committee when conducting an audit or site visit. Reimbursement is based on the number of clients served at the agencies set rate of pay.

The amount requested should be the same as the grant total.

All other pertinent information for RFP # 19/31/P will remain the same.

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RECEIPT ACKNOWLEDGE BY PROPONENT