

**CITY OF SANTA FE
COMMUNITY SERVICES DEPARTMENT
YOUTH AND FAMILY SERVICES DIVISION
P.O. BOX 909
SANTA FE, NEW MEXICO 87504-0909**

**Deadline is
October 25, 2019 at 2PM
MST
This is a receipt deadline**

**REQUEST FOR QUALIFICATIONS
'20/04/RFQ**

**FY20 Community Services Planner
AmeriCorps Grant**

The City of Santa Fe Community Services Department is soliciting written quotations and/or proposals from planners, consultants or other professionals to guide and develop a plan for hosting AmeriCorps members within the City of Santa Fe.

The objective is to form a plan to integrate AmeriCorps into a growing network of navigators from county and city programs, community organizations and clinics—a program we call “Santa Fe Connect.” These navigators are professionally trained, culturally adept individuals who build trusting relationships with Santa Fe residents, facilitating and encouraging them to set goals about their health and well-being and connecting them to the resources they need to thrive. Adapting an Accountable Health Community model introduced by the Center for Medicare and Medicaid Innovation, Santa Fe Connect screens for and addresses unmet social determinants of health with goals of impacting emergency department and jail use (see attached screening tool). The County-City based network currently has over 60 navigators who provided navigation services to 1161 county residents in 2018.

The City of Santa Fe has up to \$34,000.00 available for consulting services inclusive of GRT.

Per the agreement with the New Mexico Commission for Community Volunteerism, any contract consultant must have a background check from an approved Corporation for National and Community Services (CNCS) vendor.

The final plan will focus on the feasibility of a City of Santa Fe Community Services Department AmeriCorps program including: needed capacity; changes in policy and procedures; recruitment procedures; orientation of members; required documentation; location of AmeriCorps members; professional development of AmeriCorps members; site monitoring and supervision requirements; and schedule for implementation; and an outline of how to evaluate program success. The ideal candidate will have a broad view of the circumstances affecting children, adults and families living in poverty, as well as a familiarity with the social determinants of health navigation, and AmeriCorps programming. The goal is to provide one formalized plan for implementation of an AmeriCorps program.

The contracted entity will work closely with City Staff in the preparation of the implementation plan.

The contract entity would have an anticipated start time of early November 2019.

CONTRACT AMOUNT AND REQUIREMENTS

The total contract amount available for up to \$34,000 (inclusive of GRT).

The selected contractor will be required to enter into a Professional Service Agreement with City of Santa Fe. In addition, contractor must have/obtain a city business license, liability insurance and New Mexico CRS number. Vendors local to Santa Fe will be given preference.

QUALIFICATIONS

1. Professional experience in or related to community development, program development, community volunteerism, and development of implementation plans.
2. Familiarity with the Social Determinants of Health and AmeriCorps programming.
3. Ability to translate technical and evidence-based recommendations into a format easily translated by the governing body and community-members.
4. Ability to work and understand government systems.

SCOPE OF WORK

The work includes but is not limited to the following:

1. Review and understand AmeriCorps grant application
2. Review and recommend short and long-term goals and objectives
3. Review, revise and/or update key strategies
4. Develop a candidate screening protocol and procedure, marketing, recruitment and orientation strategy
5. Recommend workflow to incorporate AmeriCorps into City Departments and Connect Program
6. Review, revise and/or update with key city stakeholders policies, forms and documents for volunteering
7. Identify and coordinate meetings with key internal and external stakeholders who would benefit from AmeriCorps service members.
8. Finalize an implementation plan in both hard copy and electronic copy.

DELIVERABLES

1. Submission of a work plan
2. Preparation and facilitation of meetings with key internal and external stakeholders and City staff
3. Final submission of an AmeriCorps program implementation plan

EVALUATION

All proposals will be evaluated based on the following criteria:

- 45% Experience and Qualifications: History of program development and familiarity with AmeriCorps and/or volunteer center programming; and a history of successful development of program implementation plans.
- 30% Administrative Skill: Proven effectiveness; and communication skills.
- 25% Fee Proposal: Cost to City; return on investment; and feasibility of program budget.

A committee consisting of members of the Community Services Department staff will evaluate all eligible qualifications according to the criteria. Scores of the evaluation committee members will be totaled to determine the top rated contractors/firms.

SUBMISSION INFORMATION

All interested contractors/firms must submit two (2) copies of a final proposal by 2 PM MST on October 25, 2019.

This is the deadline for the receipt, not the postmark. Late proposals will not be accepted.

Responses to this Solicitation ("Submission Packages") shall be delivered to the following address:

City of Santa Fe, Purchasing Office, 200 Lincoln Avenue Room 122, Santa Fe, NM 87501

Submission Packages shall be delivered in accordance with the following Submission Deadline.

Any Submission Packages received after the Submission Deadline will not be considered.

For more information contact

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