

**CITY OF SANTA FE
COMMUNITY SERVICES DEPARTMENT**

"REQUEST FOR QUALIFICATIONS"

**Human Services Committee/Children and Youth Commission
(Small Grant and Innovation Fund)**

Solicitation #20/03/RFQ

PROPOSALS ACCEPTED UNTIL JANUARY 10TH 2019 OR FUNDING IS EXPENDED:

**PURCHASING OFFICE
CITY OF SANTA FE
200 Lincoln Ave Rm 122
SANTA FE, NEW MEXICO 87501**

REQUEST FOR QUALIFICATIONS

SOLICITATION INFORMATION

Solicitation Number: 20/03/RFQ (“Solicitation Number”)

This is a Solicitation issued by the City of Santa Fe (“City”).

This Solicitation is for the purpose of procuring: programs and/or projects serving youth, families and adults residing in the City of Santa Fe.

Solicitation Name: Request for Qualifications (“RFQ”): Human Services Committee/Children and Youth Commission (Small Grant and Innovation Fund) (“Solicitation”).

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.

Submission Deadline: Final applications will be accepted until January 17, 2020, before 2:00 p.m. Mountain Standard Time (“Submission Deadline”)

This Solicitation and Related Documents to this Solicitation may be accessed at the City’s Purchasing Office Bids/RFPs **Solicitation Website:** https://www.santafenm.gov/bids_rfps.

Requests for Clarifications to this Solicitation must be issued within the time period provided (see **Solicitation Schedule**). The City will make best faith efforts to post responses to Requests for Clarifications no later than five (5) business days prior to the Submission Deadline. The City reserves the right to not comply with this timeframe. Requests for Clarifications must be in writing, and addressed and sent via e-mail, as follows (no oral clarifications or interpretations of the meaning of any section of this Solicitation, including addenda or amendments, will be binding):

Solicitation Number: (see **Solicitation Number**)

City of Santa Fe: Community Services Department, Youth and Family Services Division

Email: jjsanchez@santafenm.gov

Respondents are solely responsible for accessing all Related Documents, including amendments, addenda, clarifications, or other notifications related to this Solicitation available on the City’s Purchase Office **Solicitation Website** provided above. Respondents are advised to refer regularly to this website.

GENERAL INFORMATION

CHILDREN AND YOUTH COMMISSION (AGES 0-21)

Vision: The healthy development of children and youth and a community environment in which the strengths of young people are recognized and nurtured.

Mission: To improve the lives of children by supporting local nonprofit and school programs that work for kids.

The Children and Youth Commission receives up to four (4) percent of the gross receipts tax and administers funding to local Santa Fe nonprofits and Santa Fe Public Schools on a two-year funding cycle at approximately \$1.2 million annually (funding amount varies due to GRT fluctuations). The purpose of the fund is to support local community programs that promote the healthy development of local children and youth, ages birth to twenty-one (21).

HUMAN SERVICES COMMITTEE (AGES 18+)

Mission Statement: To build and strengthen community capacity to address the most critical community health and wellness needs and improve outcomes for adults and families throughout Santa Fe.

The Human Services Committee receives up to two (2) percent of the gross receipts tax and administers approximately \$900,000 annually in funding to local adult serving Santa Fe nonprofits. The Committee was formed by Resolution in 1987 and is charged by the City of Santa Fe Ordinance (2016) with advising and recommending health and human service policies, assessing and advocating for human service needs, coordinating resources to maximize cost-effectiveness, evaluating local human service programs, providing technical assistance to programs, and making funding recommendations to the City Council to support nonprofit organizations that provide and maintain a safety net of services to meet the essential health and human service needs of the adult residents of Santa Fe.

Human Services funding has delivered an array of services and programs including but not limited to behavioral health interventions, food distribution, citizenship classes, trauma intervention and employment programming. At the heart of these services is provision of safety net services and navigation to other needed services. When people get the help they need, we expect that we will see improved health outcomes. “Navigators”—or the people helping individuals through the system—are key to success. Over the last two years of the data project we have seen promising results of the work of the safety net and the navigators working within it: increases in permanently housing the homeless, reduction of bed nights for homeless women and children, chronically ill patients increasing participation in physical activity, and a reduction of symptoms associated with PTSD and depression, for example. In joining a strong referral network system using Results Based Accountability and navigation based services, we can track client outcomes and continue making progress for the people being served.

CYC/HSC Focus on Social Determinants of Health:

Health starts in our homes, schools, workplaces, neighborhoods, and communities. We know that taking care of ourselves by eating well and staying active, not smoking, getting the

recommended immunizations and screening tests, and seeing a doctor when we are sick all influence our health. Our health is also determined in part by access to social and economic opportunities; the resources and supports available in our homes, neighborhoods, and communities; the quality of our schooling and out of school experiences; the safety of our workplaces; the cleanliness of our water, food, and air; and the nature of our social interactions and relationships. The conditions in which we live explain in part why some Americans are healthier than others and why Americans more generally are not as healthy as they could be.¹ Known as social determinants of health, these are conditions in the environments in which people are born, live, learn, work, play, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

Examples of *social determinants* include:

- Availability of resources to meet daily needs (e.g., safe housing and local food markets)
- Access to educational, economic, and job opportunities
- Access to health care services
- Quality of education and job training
- Availability of community-based resources in support of community living and opportunities for recreational and leisure-time activities
- Transportation options
- Interpersonal safety
- Social support
- Social norms and attitudes (e.g., discrimination, racism, and distrust of government)
- Exposure to crime, violence, and social disorder (e.g., presence of trash and lack of cooperation in a community)
- Socioeconomic conditions (e.g., concentrated poverty and the stressful conditions that accompany it)
- Residential segregation
- Language/Literacy

Overview:

Funded projects will align with the vision and missions of the Children Youth Commission or the Human Services Committee. Since it is a smaller award, the application and reporting for this funding is streamlined so that organizations can focus on providing services. In addition, pilot projects can be considered for this fund. Organizations that are currently receiving funding from either the Children and Youth Commission or the Human Services Committee must apply for a different project/program and organizations can apply only once every six months.

¹ Social Determinants of Health | CDC. (n.d.). Retrieved February 04, 2019, from <https://www.cdc.gov/socialdeterminants/>

Funding Amounts:

Organizations can apply for **\$2,500 or \$5,000** for a project that serves children and youth or adults in the City of Santa Fe that is aligned with the respective Commission or Committees priority funding categories.

Funding is primarily intended to pay for direct services for the community, rather than to pay for administrative costs and applicants should reflect this in their budgets. Direct administrative costs for the program shall not exceed 30%.

Timeline:

Funding will be available until **January 17th 2020** or until fully expended.

Eligibility:

Applicants shall be limited to non-profit organizations that have been granted and currently hold tax exempt status under Section 501 (c) (3) of the Internal Revenue Code, or to applicants whose programs are covered by a fiscal agent that meets these requirements. For organizations without 501 (c) (3) status, see fiscal sponsorship below.

Applicants currently receiving city funding may apply for either the Children and Youth Commission **or** the Human Service’s Innovation and Small Grant funds; applicants will need to disclose all current city funding.

Payment:

Payment 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.

Site reviews and/or visits are conducted by City staff members, Commissioners or city contracted consultants. Funded programs may be expected to participate in several training and technical assistance opportunities during the funding year.

Fiscal Sponsorship:

Fiscal agents are responsible for program management, financial reporting and all contract requirements. If your organization is using a fiscal agent, the agent will process the reimbursement requests. If your organization is using a fiscal agent:

1. Fiscal agent fees shall not exceed 12%.
2. All official documents and signatures must be those of the fiscal sponsor, not your own program.

Evaluation:

All proposals will be reviewed for completion by staff members of the Youth and Family Services Division. Proposals will then be forwarded to either the Children and Youth Commission or the Human Services Committee for their formal review at either a special meeting or a regularly scheduled meetings.

Commissioners or Committee members will review proposals in the order that they are received and will review three to ten proposals at each meeting. In the event the Commission or Committee members have additional questions, applicants will be scheduled to address the questions during a provider hearing. Organizations making new requests for funding may be required to furnish additional information prior to the provider hearings.

Agencies will be notified within 30 days of review of their application if they are receiving CYC or HSC Innovation and Small Grant funds.

Reporting:

Applicants will be required to turn in one (1) brief one (1) page report on the impact of the CYC and HSC innovation and small grant funded program. This report and all reimbursement requests will be due at the conclusion of the program (or by May 31st). Report should outline:

- Who was served (demographics, number, etc.)
- Contribution to turning the curve on selected category/goal area
- Outcome of funded project/program
- Report any data collected if that was part of measuring outcome (surveys, pre-post tests, etc.)

Failure to turn in a report will disqualify an organization from future CYC or HSC funding.

CITY LOCAL PREFERENCE

The Respondent shall indicate any members of the Respondent’s Team that meet the Local Procurement Preference ordinances and policies. (For information regarding Local Procurement Preferences, see Section 5: Selection Criteria.)

PROFESSIONAL SERVICES CONTRACT

The Respondent may indicate any revisions to the City’s Professional Services Contract that they anticipate requesting from the City, and shall provide reasoning for requesting said change, for the City’s consideration.

See **Exhibit B: PROFESSIONAL SERVICES CONTRACT.**

RESPONDENT ACKNOWLEDGEMENT OF CITY RIGHTS

The Respondent shall review and sign the Respondent Acknowledgement of City Rights

Contact:

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

**CHILDREN AND YOUTH COMMISSION
PRIORITY FUNDING CATEGORIES/GOAL AREAS FOR FY2020:**

Priority Area	Indicators/Desired Results
Early Care and Education for Children 0-5	<p>Indicator:</p> <ol style="list-style-type: none"> 1. % 3-5 yr. old Pre K Enrollment 2. % Increase in 7Pre-K Domains: NM Pre-K Observation Assessment; KOT 3. Substantiated Child Abuse per 1k 4. % Low Birth Weight Babies 5. % Teen Pregnant Women NOT Receiving Prenatal Care <p>Outcome: Children 0-4 meet developmental milestone and are ready for kindergarten</p>
Supplemental Education for School-Age Children	<p>Indicator:</p> <ol style="list-style-type: none"> 1. PARCC Reading proficiency rates (3rd/4th and/or 7th/8th) 2. PARCC Math proficiency rates (3rd/4th and/or 7th/8th) 3. Average Daily Attendance Rate 4. Graduation Rate 5. Programs that show improvement in academic/social emotional learning (SEL) <p>Outcome: Children and youth succeed in school and graduate</p>
Youth Wellness	<p>Indicator:</p> <ol style="list-style-type: none"> 1. % Youth attempted suicide 2. % Youth with a mental/behavioral condition who needed treatment but did not receive it (ages 3-1 3. Youth substance use disorder rate (binge drinking and painkiller use) 4. Adolescents daily physical activity (60min/daily) 5. Rate of babies born to adolescents per 1k (ages 15-19) <p>Outcome: Youth mentally and physically healthy</p>
Reconnecting Youth	<p>Indicator:</p> <ol style="list-style-type: none"> 1. %/# of youth ages 16-21 not in school or working 2. Attendance Rate 3. Graduation Rate 4. Programs that show improvement in academics/social emotional learning (SEL) 5. Juvenile arrests per 1k (ages 10-17) 6. Youth housing instability rate <p>Outcome: Re-engaged in traditional or non-traditional academic pathway; Youth engaged in post-secondary/certificate program or job/career readiness</p>

HUMAN SERVICES COMMITTEE

PRIORITY FUNDING CATEGORIES/GOAL AREAS FOR FY2020:

Priority Area	Indicators/Desired Outcome
Adult Health	<ol style="list-style-type: none"> 1. Chronic disease rates (Heart disease, diabetes, obesity, and cancer) 2. Rate of adults consuming 5+ fruits and veggies daily 3. Rate of adults meeting recommended physical activity levels (150 minutes of aerobic physical activity per week) 4. % Women receiving prenatal care in first trimester <p>Outcome: People in Santa Fe are healthier.</p>
Behavioral Health	<ol style="list-style-type: none"> 1. % Current depression (past 2 weeks) 2. Suicide death rates 3. % Binge drinking (past 30 days) 4. Alcohol-related deaths 5. Drug-overdose deaths 6. Untreated adults with mental illness <p>Outcome: People in Santa Fe are healthier.</p>
Community Safety	<ol style="list-style-type: none"> 1. Fall-related deaths among adults age 65+ 2. Homelessness rate 3. Domestic violence rate <p>Outcome: Santa Fe is a safe community.</p>
Equitable Society	<ol style="list-style-type: none"> 1. % Unemployment 2. % Food insecure households 3. % Adults Age 25+ with Post-Secondary education 4. Openness and acceptance of community toward people of diverse backgrounds <p>Outcome: Santa Fe has a fair, just and equitable society; People in Santa Fe achieve their full potential.</p>

SOCIAL DETERMINANTS OF HEALTH

- Availability of resources to meet daily needs (e.g., safe housing and local food markets)
- Access to educational, economic, and job opportunities
- Access to health care services
- Quality of education and job training
- Availability of community-based resources in support of community living and opportunities for recreational and leisure-time activities
- Transportation options
- Interpersonal safety
- Social support
- Social norms and attitudes (e.g., discrimination, racism, and distrust of government)
- Exposure to crime, violence, and social disorder (e.g., presence of trash and lack of cooperation in a community)
- Socioeconomic conditions (e.g., concentrated poverty and the stressful conditions that accompany it)
- Residential segregation
- Language/Literacy

SCOPE OF SERVICES

Scope of Work - CYC Innovation and Small Grants Fund

Target Population: Children and Youth ages 0-21

The selected respondent will have the experience, skills and current capacity to complete the full scope of work identified below, and as outlined in the core categories (see pg. 9)

Scope of Work - HSC Innovation and Small Grants Fund

Target Population: Adults ages 18+

The selected respondent will have the experience, skills and current capacity to complete the full scope of work identified below, and as outlined in the core categories (see pg.10)

The proposed project, service, and/or program will contribute to turning the curve on the above population level indicator and/or potentially contribute alleviating one of the Social Determinants of Health.

The proposed project, service, and/or program can be an expansion of a current program, or sequential meetings happening off and on over the year. Funding can also be used to fill an identified gap in service delivery. Annual one-time events will be considered on a case-by-case basis.

Deliverable: A brief final report is required on the impact of the CYC and HSC innovation and small grant funded program.

SUBMITTAL REQUIREMENTS

Each Respondent must submit the forms and supporting documentation described below. Generally, be clear and brief. Submission Packages (“Submissions” or “Submission Package”) that are incomplete or not in conformance with the requirements of this Request may be eliminated from further consideration. * *denotes mandatory questions*

TITLE PAGE

Name of Nonprofit Organization*

Is your organization under a fiscal sponsorship?*

Yes No

Is your organization currently receiving CYC or HSC funding for 2019-2020?*

Yes No

Name of Executive Director*

First Name*

Last Name*

Name of Board President*

First Name*

Last Name*

Name of Person Completing Form (if different from Executive Director)*

First Name*

Last Name*

Organization Address*

Address Line 1

Address Line 2

City, State, ZIP Code

Contact Phone*

Contact Email*

Amount Requested from Innovation and Small Grant Fund*

\$2,500.00 or \$5,000.00

Name of Potential Innovation and Small Grant Funded Project/Program*

New Program/Project or Expansion*

Proposed Number of Unduplicated Participants*

Project/Program Length*

Please describe length of program with set dates and times

Number of Contact Hours with Participants*

Primary Age Population being Served*

Selected CYC Funding Category/Goal Area (see pg. 9 for list)

OR

Selected HSC Funding Category/Goal Area (see pg. 10 for list)

AND

Selected Social Determinant of Health (see pg. 10 for list - applicable)

SCOPE OF WORK – APPROACH & DELIVERABLES

Project/Program Summary

Please clearly and briefly describe the following:

1. State the purpose, goals, objectives, and services of the proposed program and how it aligns with the agencies selected funding category/goal areas and/or social determinants of health.
2. Describe how the proposed program will fulfill essential need(s) in our community and the at-risk individuals/population it will impact.
3. Describe any data collection in place or specific plans for data collection to measure the potential project/program success.
4. Explain any collaboration with other organizations.

Project/Program Budget

Please clearly and briefly describe the following:

1. Provide a statement of how funding will be used towards program/project.
2. Create a breakdown of how innovation funding will be used.

SCOPE OF WORK – SCHEDULE

Project/Program Schedule

The Respondent shall submit a schedule for the Scope of Work, identifying deliverables within the schedule.

OTHER ATTACHMENTS

1. 2019 Business Registration Certificate for the City of Santa Fe (*County certificates will no longer be accepted*)
2. IRS Certificate for Nonprofit Status (501c3)
3. EEO/ADA Certification signed by Board Chairperson or Executive Director.
4. NON-COLLUSION AFFIDAVIT must be signed and notarized.
5. Completion of Church/State Separation Certificate.

Submission Packages are to be delivered in the following formats:

- Typewritten – double spaced –no binding –staples okay –2 copies

INTERESTED RESPONDENTS REGISTRATION

This Solicitation and Related Documents to this Solicitation may be accessed at the City’s Purchasing Office Bids/RFPs Solicitation Website: https://www.santafenm.gov/bids_rfps

Interested parties are required to sign up with the Vender Self-Service Munis Portal: <https://www.santafenm.gov/purchasing> for questions or assistance please contact vsshhelp@santafenm.gov

PROPOSAL COMPLETION

Respondents must comply with all instructions and provide all the information requested in this Solicitation. Failure to do so may disqualify said response to this Solicitation, at the City’s discretion.

RESPONDENT REQUEST FOR CLARIFICATIONS

See **Solicitation Information**

ADDENDA

The City, at its discretion, shall determine the need to issue addenda or amendments to this Solicitation. If issued, said addenda or amendments will be delivered to all registered Respondents no later than five (5) business days prior to the Submission Deadline. The City reserves the right to not comply with this timeframe if an addendum is required or if the Submission Deadline needs to be extended because it is in the best interest of the City, as determined by the City.

Failure of any Respondents to receive any clarifications, addenda, or amendments to this Solicitation shall not relieve such firm from any obligation under their Proposal, as submitted. All addenda and amendments issued by the City shall become part of this Solicitation and the contract documents.

SUBMISSION MODIFICATIONS

Modifications received after the Submission Deadline will not be considered. If the City determines, upon review of a Submission Package, that any items are missing and/or incomplete, the City, by written notification given to the Respondent, may permit the Respondent to provide or clarify such items. Failure to provide complete information in a timely manner could result in rejection of the Submission Package, at the City’s sole discretion.

INELIGIBLE ACTIVITIES AND COST ITEMS

Ineligible activities and cost items include, but are not necessarily limited to, the following:

- 1) **Capital Outlay** - Capital expenditures are ineligible for reimbursement or payment with program funds. Capital Purchases are investments in physical assets with extended utility (e.g., buildings, some equipment, and some furniture and fixtures).
- 2) **Equipment and Machinery** include data processing equipment; proprietary software; and communication equipment in excess of \$3,000.
- 3) **Furniture and Fixtures** include fixtures and furnishings costing in excess of \$3,000; filing cabinets, desks, chairs, tables, stands, trays, lamps, window coverings, rugs and carpeting (when not wall to wall), and shelving not permanently attached to the building.
- 4) **Vehicles** - The purchase of vehicles is prohibited.
- 5) **Land or Building/Facility Acquisition** – Land or building/facility acquisition through Grant funds is prohibited.
- 6) **Administrative Costs** - Indirect costs to administer the grant-funded program in excess of 5% are not allowed except as in-kind match. Administrative costs in direct support of programs may be budgeted in the direct program portion of the budget.
- 7) **Clothing and Uniform Stipends**
- 8) **Activities** - Activities that do not relate specifically to program operations are ineligible. Activities around sponsorships and fairs must disseminate educational information and receive prior approval from the City.
- 9) **Supplanting** – Funds shall not be used to replace or substitute funds for existing administrative expenses or programs, services or activities, but can be used to finance new, expanded, and/or complementary activities.
- 10) **Cash Accumulations** –Funds from the grant shall be obligated or encumbered for approved programs, activities or services delivered in the fiscal year of the grant. No grant funds may be accumulated beyond the fiscal year.
- 11) **Cash Transfers** – Funds will not be transferred to be used by the grantee designated as the fiscal agent to other funds in the fiscal agent’s budget from the fiscal agent’s established, separate local grant fund.
- 12) **Professional Fees** – Grant funds may not be used for licensing fees, professional memberships, or organizational fees or dues.
- 13) **Operational Expenses** – Grant funds may not be used for rent, utilities, communications, or other operational expenses.
- 14) **Out-of-State Travel** - Grant funds may not be used to pay for any out-of-state travel expenses.
- 15) **Tuition Reimbursement** – Grant funds cannot be used for tuition reimbursement for classes taken for credit at higher educational institutions.
- 16) **Overtime** -wages are for hours worked in excess of the 40-hour workweek as defined by the Fair Labor Standards Act (FLSA).
- 17) **Termination pay** -employees who are being terminated can receive any outstanding personal leave time accrued.
- 18) **Lobbying or Fundraising**