

**STATE OF NEW MEXICO
Children, Youth and Families Department (CYFD)**

REQUEST FOR PROPOSALS (RFP)

Children's Trust Fund Innovative Projects and Programs



**RFP # 10-69000-20-21436
Questions and Answers
Round One**

Date: September 30, 2020

Proposal Due Date: October 29, 2020

1. **On page 16, #23 Right to Publish**, requests prior written approval to release information regarding potential work. Does this include any press releases or announcement on agency website, if awarded, of receipt of grant and corresponding plans?
 - a. Yes. Offerors and contractors must secure from the agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement and/or agency contracts deriving from this procurement.
2. **Page 22, Section C, Proposal Format, G.3, Financial Stability**, just want to verify that this information – copies of audits, financials, etc. – is included in Technical Proposal section and NOT with Cost Proposal attachment?
 - a. Section III.C.1

Technical Proposal – DO NOT INCLUDE ANY COST INFORMATION IN THE TECHNICAL PROPOSAL.

- A. Signed Letter of Transmittal
 - B. Signed Campaign Contribution Form
 - C. Table of Contents
 - D. Proposal Summary (Optional)
 - E. Response to Contract Terms and Conditions (from Section II.C.15)
 - F. Offeror's Additional Terms and Conditions (from Section II.C.16)
 - G. **Response to Specifications (except Cost information which shall be included ONLY in Cost Proposal/Binder 2)**
 1. Organizational Experience
 2. Organizational References
 3. **Financial Stability –(Financial information considered confidential, as defined in Section I.E. and detailed in Section II.C.8, should be placed in the Confidential Information binder, per Section II.B.1.a.i or Section II.B.2.a.i, as applicable)**
 4. New Mexico Preferences (if applicable)
 - H. Other Supporting Material (if applicable)
3. Related to above, **Page 28, C. Business Specifications, 1. Financial Stability**, can you tell me what a 10K is and whether everyone is required to provide this? Appears to be related to US Securities and Exchange.
 - a. Section IV.C.1

Financial Stability

Offerors must submit copies of the most recent years independently audited financial statements and the most current 10K, as well as financial statements for the preceding three years, if they exist. The submission must include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report).

4. **Page 23, Service Descriptions.** Is the proposing agency required to address all three levels (Primary Prevention/Promotion; Secondary Prevention; Tertiary Prevention) and/or will a proposal carry more weight if it addresses all three? Or are we asked to select just one level?

- a. All Offerors must demonstrate the willingness and ability to provide innovative community-based primary, secondary and/or tertiary child abuse and neglect prevention programs and services as described.

5. **Page 24, Activities, #2.** Can you provide the name of or an example of a “procuring agency approved evaluation”?

- a. Contractor shall develop an evaluation process to demonstrate program effectiveness. Contractor will be required to provide qualitative and quantitative data collected to PROCURING AGENCY annually. For community based programs and projects that provide direct services to families, the contractor shall administer an Procuring Agency approved evaluation too and/or survey to assess protective factors and parenting skills designed to prevent child abuse and neglect and create positive outcomes for children by improving parent/caregiver knowledge, expectations, perceptions, skills, and behaviors. Specific feedback regarding the parent’s and caregiver’s perception of program effectiveness and functioning must be obtained in order to enhance the quality of services.

6. **Page 25, B. Technical Specifications.** Is the proposal to be formatted single or double space with any margin specification?

- a. Pages must be one-sided and numbered with one and one-half spaces between lines. Use an easily readable font such as Ariel or Times New Roman and type size must be 12- point.

7.a. **Page 26, #3, Organization Capability** asks that we include job descriptions and staff qualifications. Will this be a simple description of key staff (and if so, is it included in Technical Specifications page limit of 15 pages) or should we plan to include résumés, licenses, and HR issued job descriptions as part of appendices?

- a. The order of the information shall correspond to the outline below and shall be labeled or tabbed accordingly. Each item must be answered completely. The proposal narrative is limited to fifteen (15) pages and the narrative must include responses to the Mandatory Specifications sections 1 through 4.

b. Résumés, licenses, and HR issued job descriptions would be included in Section H of the Technical Proposal as Other Supporting Material.

7.b. **Further**, there are instructions to include these materials in “section 3” of proposal. Can you explain which section this is?

a. Section H of the Technical Proposal Other Supporting Material.

8. **Will appendices** be a third attachment in submission email? The other two attachments being 1) Technical Proposal, and 2) Cost Proposal.

a. Section H of the Technical Proposal Other Supporting Material

9. Section IV-A-2
Secondary Prevention

- It is offered to a predefined group of “at risk” individuals

Question: To define a group of “at risk” individuals, can Contractors enter into an agreement with CYFD to receive screened out reports generated from SCI?

a. Statewide Central Intake (SCI) screens out reports that do not meet criteria for investigation and cross reports all reports to the appropriate law enforcement agency per the New Mexico Children’s Code Section 32A-4-3(B) NMSA 1978. SCI does not provide screened out reports to other entities, individuals or organizations.

10. Is the submission date for this RFP Oct 28th or 29th?

a. Thursday, October 29, 2020.

11. Section I.C Page 5. How many contracts are expected to be awarded?

a. This procurement will result in multiple awards between two parties dependent on the number and quality of the proposals received. Final funding decisions will be made to ensure an adequate service array in all geographic areas of the state.

12. SECTION I.F. 37. Must every offeror include “statements of concurrence” within the proposal submitted? If so, where in the proposal must these statements be made?

a. Section I.F DEFINATION OF TERMINOLOGY. This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations.

13. The proposal narrative is limited to 15 pages but I don't see it listed under the specifications for the technical proposal. Where does the proposal narrative go?
- a. Section IV.B Technical Specifications. The proposal narrative is limited to fifteen (15) pages and the narrative must include responses to the Mandatory Specifications sections 1 through 4.

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- H. Other Supporting Material (if applicable)

15. Will CYFD make available specific, neighborhood-based information about child abuse and neglect rates and types at the request of potential respondents to this RFP so that we may more accurately and fully answer, by zip code, for example, the following question - "Identify and describe the service area for the target population and explain the need for child abuse prevention services in the target service area. Describe any needs that have not been addressed or provide a needs assessment for your community or geographic area. Focus on the unique characteristics of the need in the geographic area to be served and cite sources used to determine justification and demographic data."

- a. CYFD will not make available specific, neighborhood-based information about child abuse and neglect rates and types. Potential Offerors are welcome to review information posted on the CYFD public website under the Publications/Reports section. The direct link is: <https://cyfd.org/about-cyfd/publications-reports>

16. The RFP asks for job descriptions for the roles that the offeror will outline in its technical proposal. Where in the binder should the job descriptions appear? Can they be attached in the "other supporting material" section of the Technical Proposal binder?

- a. Résumés, licenses, and HR issued job descriptions would be included in Section H of the Technical Proposal as Other Supporting Material.

17. Would CTF like an Organizational Chart included in order to show how this program fits within the larger organizational structure? If so, may this also be included in the “other supporting material” section?

a. Yes

18. When including our evaluation tools as an Appendix, should this be placed before, after or within the “other supporting material” section?

a. In the “Other Supporting Material” and identified by page number on the Table of Contents.

19. Would CTF please provide offerors a complete list of all attachments and proposal sections in the order in which CTF would like them to arrive within the binder? Different sections of the RFP list the proposal sections in slightly different orders. We wish to conform to the order that CTF prefers.

a. Refer to Section III. Response Format and Organization

20. I wanted to confirm that I'm understanding the order of the submission materials correctly. Are we to follow the order on p. 22, with Binder 1 consisting of items A-H and Binder 2 consisting of the Cost Response form only? (As opposed to the order of items presented on pp. 25-29?)

a. Refer to Section III. Response Format and Organization

22. Does the Children's Trust Fund have current grantees?

a. Yes

23. If so, how long has the Trust Fund been in existence and who are the grantees?

a. The Children’s Trust Fund was established by the legislature in 1978 and is administered by CYFD. The current CTF grant recipients are: Aprendamos Intervention, Childhaven, PB&J Family Services and Taos Health System Holy Cross Hospital.

24. Are funded proposals available for review? If so, how may we retrieve them?

a. Proposals funded under previous procurements can be requested from the CYFD Agency Records Custodian under the Freedom of Information Act.