

**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 Two**

Date: October 19, 2020

Proposal Due Date: October 29, 2020

1. In section III.C.1. Proposal Content and Organization, Organizational References are listed in section G.2 as a mandatory part of the Technical Proposal. However, it is later stated (on page 28 of RFP) that business references are submitted directly to Michelle Taylor. In our Technical Proposal, are we simply meant to list the businesses we have sent the reference form to?
 - a. A list of the business that your submitted reference forms.
2. Does the 15-page limit apply to all items listed in section G of the Technical Proposal requirements (section III.C.1. Proposal Content and Organization), including the financial stability documents? Or are the audit and other financial statements included in Section H (Other Supporting Material)?Section III.C.1
 - 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.** Sections must be formatted as required in Part III Response Format and Organization.
3. Given that these projects are intended to be new or expanded programs, how detailed do the reviewers expect the evaluation instruments/tools to be?
 - a. Offerors proposals will be scored and evaluated based on the depth, breadth and validity of their response.

4. Request proposals funded under previous procurements for the Children's Trust Fund Innovative Projects and Programs grant. Would you please advise on who to contact (the CYFD Agency Records Custodian)?
 - a. Kathleen Hardy
CYFD Public Records Custodian
PO Drawer 5160 Santa Fe NM 87502-5160
Voice: 505-660-8508
kathleen.hardy@state.nm.us

5. Under Program Design & Implementation, 2C says "Include a timeline that identifies and describes the dates that activities are to be completed during the overall contract including the start-up dates when the project or program will be initiated and conclusion dates, if appropriate." Should the timeline be for one year? Although this is a 4 year grant, is it assumed that each year will be repeated in the same manner?
 - a. Include a timeline that identifies and describes the dates that activities are to be **completed during the overall contract** including the start-up dates when the project or program will be initiated and conclusion dates, if appropriate.
 - b. This RFP will result in multiple contractual agreements between two parties (awarded Offeror and CYFD), the procurement may ONLY be used by those two parties exclusively. **Funding under this RFP will be awarded for a term of four (4) years**, in accordance with 1978 Section 13-1-150(B). Continuation of each contract

awarded as a result of this RFP is contingent upon the annual appropriation by the New Mexico Legislature or other funding sources for the period of this RFP, satisfactory contract compliance as determined by CYFD, and the Contractor's ability to successfully provide services. Should contract non-compliance be determined, the contract may be terminated or amended.

6. We are planning on using a subcontractor to deliver a portion of the training sessions. Does the subcontractor need to be approved prior to submitting the RFP? Our understanding is that we would describe the subcontractor in the course of the proposal in the qualifications and capacity section.

a. The subcontractor does not need to be approved prior to submitting the response to the RFP.

7. For the 3 references, are you looking for organizations we have delivered services to (which are often paid for by an outside funder), or an agency that has contracted us to deliver programs to other organizations (like Department of Health), or a combination of both?

a. An agency that has contracted us to deliver programs to other organizations (like Department of Health), or a combination of both

8a. Is the 15-page narrative limit only for the performance measures section or for the proposal as a whole?

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.** Sections must be formatted as required in Part III Response Format and Organization.

8b. Does that 15-page limit include the budget?

a. No

9. Appendix F requires us to send the Organizational Reference Questionnaire to each business reference listed in its proposal. What is the due date/time for references to return these forms to you?

a. Thursday, October 29, 2020 Close of Business