

**STATE PURCHASING DIVISION
OF THE
GENERAL SERVICES DEPARTMENT
AND
CHILDREN, YOUTH AND FAMILIES DEPARTMENT**

REQUEST FOR PROPOSALS (RFP)

KEEPING FAMILIES TOGETHER



**RFP#
80-690-18-15324**

Questions and Answers

Release Date: August 6, 2018

Proposals Due: September 6, 2018

1. What is the maximum funding amount that we can apply for?
 - The Offeror may submit a proposed budget to carry out the objectives of this RFP. The total funding available under this RFP is contingent upon the annual appropriation made by the New Mexico Legislature.
2. How many contracts will be awarded?
 - The intent of this RFP is to issue multiple contract awards. The Offeror may submit proposals for one or multiple geographic areas in New Mexico. This procurement will result in multiple contracts between two parties dependent on the number and quality of the proposals received.
3. On p. 86, Appendix D, there does not appear to be an obvious category to list rental assistance to families. Should we add a category or include this under Emergency Discretionary Funds?
 - Rental assistance should be accounted for under operating costs.
4. Must we include versions of unredacted and redacted copy if we do not have any redacted copy?
 - A redacted copy only needs to be submitted if there is confidential information that the Offeror does not want to be made available to the public.
5. Page 3-C. Scope of Work
What does it mean in the RFP where it indicates “amount of contracts issued under this RFP funding maybe less or greater than indicated in the RFP”?
 - The amount of funding is contingent upon the annual appropriation made by the New Mexico Legislature, contract/agreement compliance and the Contractor’s ability to provide successful services.
6. Page10-A. Sequence of Events
Are Oral Presentations necessary?
 - The Evaluation Committee or SPD will decide whether oral presentations will take place. Offerors will be notified if oral presentations will be required.
7. Page 26-A. Detailed Scope of Work-Performance Measures
What additional performance measures may be determined as stated on Page 26?

- Additional performance measures may be determined based on the Offeror's response to the RFP. Any additional performance measures will be agreed upon by both the awarded organization and CYFD.

8. Page 28-Housing

What is the Housing Standard based on? Inspections, fair market value or Federal Housing Standards.

- The Offeror's response to the RFP will propose standards to adhere to. All standards must abide by state and federal law.

9. Page 29-Direct Service Staff Qualifications/Experience

Does staff need to have Clinical Experience?

- Staff must meet qualifications listed on pages 29-30 of the RFP.

10. Page 30-Supervisor Qualifications/Experience:

Should the second paragraph read "and/or" eight years of any combination of experience?

- No.

11. Page 31-Organizational References:

Will the CYFD accept Organizational References via email?

- Yes.

12. Page 87-Administrative Overhead:

Why is Administrative Overhead not available in Fiscal Year 2019? Will it be allowable in succeeding years?

- The RFP will be amended to allow Offerors to request up to \$10,000 in administrative fees.

13. **Page 26, Scope of Work, Performance Measures** reads *75 % of families receiving supportive housing services and benefits will be able to contribute a minimum of 30 % of the housing costs within Phase II of the case management model (6-15 months).*

a. From what sources other than TANF does CYFD expect participating families to receive Housing Assistance to pay for rent and utilities?

- The expectation is that the family will obtain funding sources such as employment, disability or other funding sources to begin contributing to the housing costs such as rent and utilities.

b. If families have already received 60 months of TANF support, what additional resources are available to them for housing assistance?

- Families who have received 60 months of TANF support will be eligible for housing assistance under this program using the TANF funding that has been allocated to CYFD for the purposes set forth under this program.
- c. If families have a parent convicted of a drug felony and are ineligible for TANF housing assistance, are they eligible for any additional housing assistance through this contract?
- They would not be ineligible to receive housing assistance under this program however it should be discussed prior to being accepted into the program as this may be a barrier in discharging a family to other housing.
14. Does this contract provide a source of funding to offset the cost of housing when a family does not receive enough assistance to fully cover their housing cost? Or when a family cannot meet the 30% threshold outlined in this RFP?
- No there is not an additional source of funding for families that cannot receive enough funding to meet housing costs. If there are certain families who need additional time to obtain assistance or meet the 30% threshold they will be considered on a case by case basis with the agency and the CYFD Program Manager.
15. a. Should the organization of the proposal follow the list on page 24 of the RFP, or as listed on pages 31-38? Specific differences I wanted to double check are: Organizational Experience and Staff Qualifications (listed as #6 on page 24 but #1 on page 31 and page 37 and 38); and placement of the Resident Business certificate at the beginning or as #6 under Business Specifications (letter a on page 24 but #6 on page 37 and 38).
- The list on page 24 is how the proposal submitted should be organized and indexed. The lists on pages 31-38 is the content in which each Offeror should answer for each topic. The Resident Business certificate would only be included if it is applicable to the Offeror.
- b. Do you have any guidelines for the Budget Narrative (page 25) or should Offerors use their best judgment?
- Each budget item should clearly show how the amounts were calculated and a justification or description of the budget line item.
- c. Is it helpful to submit copies of staff licenses and trainings completed as part of this proposal, or is outlining requirements in the narrative and highlights in staff resumes as a supporting attachment sufficient?
- Both would be acceptable in responding to the requirements of the proposal.

- d. Is the pay equity form (PE 10-249) required at this time, or just the statement of concurrence (page 36)?
- A statement of concurrence with this requirement **must** be included in the Offeror's submitted proposal.

16. a. Page 1. Section B. Background: The RFP references that "In 2014, the NM legislature through HB2 allocated funding for supportive housing pilot project...CYFD dollars from Human Services to continue the program". Is this program in fact in place and what is it and what is it providing? Perhaps it is the monies being utilized to initiate this RFP?

- Historically, the New Mexico Legislature has allocated a portion of the Federal Temporary Assistance of Needy Families (TANF) dollars to CYFD through the Human Services Department to continue the supportive housing program in accordance with TANF goals.

b. Page 3. Scope of Procurement reads "Offeror may submit proposals for one or multiple geographic areas". If we are proposing to offer services in more than one northern NM County, can they all be addressed in a single proposal or is a separate proposal required for each region?

- The Offeror may propose services in more than one New Mexico County in a single proposal.

c. Page 27, Target Population, Eligibility Criteria and Area of Service: Section 2. "Families are homeless or inadequately housed..." Is it possible to give an idea of CYFD's definition of what constitutes inadequate housing?

- The Offeror should include a definition of 'inadequately housed' as it pertains to the proposed geographic area as it can vary among different counties and communities. CYFD does not want to restrict this but rather hear how an Offeror has defined it within their community.

d. Page 31, Target Population, Eligibility Criteria and Area of Service: Organizational Experience and Staff Qualifications: Is there a ratio of staff to clients prescribed or required for this program?

- There is not a ratio of staff to client required for this program. The Offeror must be able to meet the requirements set forth in the Tiered Case Management Model outlined in Attachment 7 and refer to those requirements to determine the case load for staff.

e. Page 32, Target Population, Eligibility Criteria and Area of Service: Section 2, Organizational References: The instructions make reference to a "client". Who is the client? The person supplying the reference questionnaire answers OR the agency applying for the RFP on whose behalf the questionnaire is being filled out.

- The client name would be the company providing the reference for the agency applying for the RFP.
- f. Page 32, Target Population, Eligibility Criteria and Area of Service: Section 2, Organizational References: What is the reason for asking the question regarding Technical Environment? Can you say a little more about this? If we are a direct social services agency, for example, and the business filling out the questionnaire works with us collaboratively to refer clients into our programs, what is the relevance of the Technical Environment question?
- The technical environment is in regards to projects related to Information Technology/IT projects such as Software applications, Internet capabilities, Data communications, Network, and Hardware.
- g. Page 35, Section 4. Mandatory Specifications. Section 3. Supportive Housing, # b asks that applicant describe “the organization’s housing model...”. Are we, as applicant, required to have housing units available through our agency or are we able to work collaboratively to place clients in housing units offered by another business/agency or individual?
- The term housing model was used in reference to how the Offeror would obtain housing for families to include collaboration with housing units, landlords and/or other entities to meet the needs of the family to include content such as if families will all be housed in one apartment complex or area or will families be at scattered sites in the area. The Offeror should describe how the locations of housing will be decided such as location to employment, school or public transportation.
- h. Page 81, Attachment 7, first paragraph. There is some confusing language in paragraph that reads “ultimately the goal is that each family will reach self-sufficiency and stable housing **not** provided through the Keeping Families Together (KFT) program...”. Is this referring to the CYFD KFT program in general or to the program that we will initiate if awarded, in which case if it is the latter, why would the family goal be to NOT not secure stable housing through the program?
- Page 81, Attachment 7, first paragraph reads “the goal is that each family will reach self-sufficiency, and stable housing not provided through the Keeping Families Together program, within twenty-four months of the Warm Hand-Off.” The reasoning for stating the purpose of this program is that there are many housing models such as permanent supportive housing and rapid rehousing that differ from this housing model. The purpose is for the housing programs awarded through this RFP.
- i. Page 82, Attachment 7, table section/cell on Housing, for Phase III speaks to transitioning families out of housing program. Does this mean they would no longer be living, for example, in supported or transitional housing or some such subsidized or temporary

program, but instead in independent and permanent housing for which they pay? Can you clarify?

- The housing program the family will be transitioning out of is the housing program supported by this RFP, Keeping Families Together. We understand every family is unique and may discharge to another supportive or transitional housing program as well as independent housing depending on their needs.

17. Does CYFD have a number of families in mind that each contractor will serve? If so, could you provide that range?

- There is not a number of families to be served set forth in this RFP as this could vary depending on the area served. We would like the Offeror to determine the range of families that would be served.

18. What is the total allocation of funds for this program? Are there regional allocations?

If awarded a contract, when would the contract be expected to commence?

If multiple contracts will be awarded, are the contractors allowed to determine the areas they will serve, or are there pre-determined locations that the Program is seeking to provide services to? If so, what are these locations?

- Please see response to question 1. The allocation is not separated into regions.
- See Section II.A Sequence of Events, page 10 of the RFP.
- The Offeror should state what geographic area they plan to serve in their proposal.

19. Are the proposals that were submitted in previous years considered public information? If so, how could we access them?

- Public Records request may be submitted to the following:
Kathleen Hardy
CYFD Public Records Custodian
PO Drawer 5160 Santa Fe NM 87502-5160

20. Would there be a contact at NM CYFD who could provide us some basic demographic data (e.g., potential numbers of kids/families by region, etc.)? If there is a website we need to look at or any direction you might point us in to get a better lay of the land.

- The Offeror can find some demographic information on the CYFD website at: <https://cyfd.org/about-cyfd/publications-reports> on the latest 360 report.