

QUESTION NUMBER	ORIGINAL QUESTION	RESPONSE TO ORIGINAL QUESTION	RFP REFERENCING INFORMATION	
			RFP Section	RFP Page Number
1	How often/frequent must an Offeror’s organization have contact with a mentee’s parent/legal guardian?	At minimum, an Offeror’s organization should have contact with a mentee’s parent/legal guardian at the startup of the match and at the start of each additional program year.		
2	Some of the positions covered under this RFP are not currently filled. Should we submit a job posting for those positions?	Yes, Submit detailed job postings for positions not currently filled.		
3	Our organization currently has four paid employees and over 50 volunteers. What do we need to submit regarding Pay Equity Reporting?	Pay Equity reporting requirements refers to employees that are compensated monetarily for services. If the Offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, Offeror must complete and submit the required reporting form (PE10-249) if they are awarded a contract. Out-of-state Contractors that have no facilities and no employees working in New Mexico are exempt if the contract is directly with the out-of-state contractor and fulfilled directly by the out-of-state contractor, and not passed through a local vendor.	II.C	Pg.17
4	Are we allowed to add links to the narrative?	Yes, you are allowed to add links to the narrative.		
5	We just applied to get our copy of the New Mexico Business Preference Certificate. If we don't get it before the due date, could we submit the IRS Determination Letter, or any other document, in its place?	No other documents will be accepted in the place of the New Mexico Business Preference Certificate.	II.C	Pg. 20
6	On page 59 of the RFP, the information on Background Checks (#27) explains that Agency contractors that have "primary custody of children for at least twenty hours per week are	➤ Only those entities with a valid CYFD contract may use the Background check Unit to conduct these requests.		

	<p>required to comply with 8.8.3 NMAC requiring background checks on any employee, staff, volunteer or student intern, that has direct care responsibilities or potential unsupervised physical access to clients. Also that the " Contractor must submit to Agency Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required to have background checks."</p> <p>Since our one-on-one mentoring program for 3rd graders engages mentees for four hours per week (NOT twenty), we take it from the above information that our staff, mentors or Board members are NOT required to have the background checks and fingerprint cards submitted as per 8.8.3 NMAC.</p> <p>Correct? If there are other requirements for background checks and/or fingerprint cards, please advise.</p>	<p>According to Article XXI. Background Checks, any Contractor or sub-contractor, that may have primary custody of children for at least twenty hours per week, are required to comply with NMAC 8.8.3 et. seq. requiring background checks on any employee, staff, volunteer or student intern, that has direct care responsibilities or potential unsupervised physical access to clients.</p> <p>As advised by the Agency’s Office of General Counsel, when determining who shall have a background check, please adhere to the following questions:</p> <p><i>1. Does the program have children participating in the program at least 20 hours per week? If no, then no background check. If yes, proceed to question number 2.</i></p> <p><i>2. Does the staff member in question have direct care responsibilities or potential unsupervised</i></p>		
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		<p><i>physical access to children? If yes, the staff member needs a background check from CYFD pursuant to the contract and our regulations. If no (for example a budget person that does interact with clients), then no background check is needed.</i></p> <p><u>The CYFD Background Check Unit’s Letter of Eligibility must be in the person’s employee file prior to any contact with the youth.</u></p> <p>The CYFD eligibility letter, for any position funded by this Agreement, must be submitted to the Agency within fifteen (15) days of receipt.</p>		
<p>7</p>	<p>Which parts of the RFP are counted in the page limit? We assume that all parts of the Technical Proposal (Binder 1; A – F) and also the Cost Proposal (Binder 2) are included in the page limit. Correct? Anything else?</p>	<p>B. Technical Specifications The information contained in this section will facilitate the evaluation of the Offeror’s technical approach to provide the required services. Provide in your response, a detailed answer to each question/factor listed below. (Note: Applicants planning to pass through funds to subgrantees to provide services must provide requested information for each subgrantee when submitting an application to the RFP.) First, begin with a verbatim statement of the question/factor and then provide the response. If the question/factor is not applicable to your business/organization, you must respond with N/A, do not omit the question/factor. For Direct Service providers there is a 25 page maximum, single spaced, 12pt font, New Times Roman. For Pass</p>	<p>IV.B</p>	<p>Pg.35</p>

		Through entities there is a 40 page maximum, single spaced, 12pt font, New Times Roman.		
8	The RFP says that “Contractor will report outcomes for all funded youth following the data collection procedures to be provided prior to the funding start date”. Our program mentors school children during the academic year. If our proposal is successful, would we first collect the baseline data for the outcomes described (under A. Detailed Scope of Work #4 Outcomes) at the start of the school year for the children entering our program (in September after pre-measurement data are collected) then the funding would begin...i.e. the funding start date would be set accordingly?	The funding start date is the beginning of the State Fiscal Year, July 1.		
9	Under “Right to Publish” (#23) the RFP states that Offerors and contractors must secure 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. a. Does the requirement mean that when our organization wishes to update existing and potential donors about our activities and future plans, that we must first obtain written permission?	<ul style="list-style-type: none"> a. Yes, if it pertains to this procurement. b. Request permission in writing c. If this pertains to this procurement, permission must be obtained in writing. 		

	<ul style="list-style-type: none"> b. If so, how would that work? c. We also routinely seek/negotiate potential new partnerships to support and expand our services. In doing so, we must describe our activities and plans for the program. How would the requirement for advanced written notice work for those efforts? 			
<p>10</p>	<p>Under “Confidentiality” (#25) the language refers to any “confidential information” provided or developed by the contractor in the performance of the contract resulting from the RFP and states that it shall be kept confidential. Also that written approval by the Agency is required for any sharing of that information. The DEFINITION OF TERMINOLOGY section defines “Confidential” as meaning confidential financial information about the organization and data that qualifies as a trade secret in accordance with the UTSA NMSA 1978.</p> <ul style="list-style-type: none"> a. Our understanding is that IF information could be obtained from some source outside the RFP, then it would <u>not</u> be considered confidential. Correct? 	<ul style="list-style-type: none"> a. Correct b. This information is considered Public information. c. State Agency Information is considered Public Information. 		

	<p>b. What about publishing the organizations budget in its annual report? That would include funding secured from various sources as well as costs. ?</p> <p>c. How do contractors handle this requirement respectfully and also do their annual reports for donors, brochures, etc.</p>			
11	<p>On the reference form, what does this mean: “Technical environment for the project you’re providing a reference (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware)”?</p>	<p>Technical environment refers to any technical environment that was used during previous engagements. It is possible to complete this with “Not Applicable”.</p>		
12	<p>For the requirement that volunteers meet face to face every three months: can this include via the web? By phone? Does it count if you offered the opportunity to the volunteer to meet face to face but they declined?</p>	<p>The intent is a face to face meeting, and it is not acceptable for a mentor to decline the meeting.</p>		
13	<p>On page 25, are the ‘allowable activities’ for group and one to one, or just group? The description follows right after the group description, but seems to include one to one as well.</p>	<p>The Allowable Activities list on page 25 is for both group and one-on-one mentoring activities.</p>		
14	<p>On the cost sheet, we are instructed to give an average of hours and average of months that youth will be served. Our school-based programs are nine months, and the community-based programs are 12 months. Do we take an average between the two,</p>	<p>Two sheets are allowable in this circumstance. Make sure Subtotals for each page are clearly marked and the Total is clearly provided on the second page.</p>		

	or is it possible to use two different pages for the two different programs?			
15	What type of credentials does Case Managers/Supervisors must maintain in order to properly bill?	There is no required credentials. Offerors must meet the requirements of the job descriptions as listed by your Organization.		
16	The RFP mentions a minimum of 4 hours per month for mentoring. Is there a maximum amount?	There is no maximum amount.		
17	Is billing allowable for planning and outreach or only for mentoring activities?	Only for mentoring activities as a fee for service.		
18	How much funding is available for each program?	<p>The One-on-One and Group Youth Mentoring Programs were funded as a part of the Children, Youth, and Families Department (CYFD) Program Support Budget through the General Appropriation Act of 2017. Funding amounts may fluctuate annually depending upon the outcome of the legislature. The total amount awarded as a result of this RFP shall not exceed the amounts appropriated to the Agency by the New Mexico Legislature for the purposes contemplated within this Request for Proposal.</p> <p>Funding under this RFP will be awarded for a term of one year (1) with three (3) optional one (1) year renewals in accordance with NMSA 1978 Section 13-1-150(B) not to exceed four (4) years in total. Continuation of the contract and 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.</p>	I.B & I.C	