

**The State of New Mexico  
Children, Youth and Families Department**

**REQUEST FOR PROPOSALS (RFP)**

**Youth Mentoring Services**



**RFP#**  
90-690-19-15989

Issued: February 15, 2019

Proposals Due: March 28, 2019

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# **I. INTRODUCTION**

## **A. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of qualified contractor(s) who provide face-to-face mentoring services for troubled or at-risk youth in a one-on-one (individual) and/or group setting. The youth to be served must be between the ages of six (6) and eighteen (18) years of age. Each youth served must participate in at least one allowable activity area for a minimum of four (4) hours a month. Youth served must be troubled or at-risk, and meet one or more of the following criteria:

1. Failing one or more subjects in school
2. Low attendance in school
3. Part of the juvenile justice system
4. Demonstrating behavioral or emotional issues
5. At-risk of child abuse
6. At-risk of substance abuse
7. Come from a single parent, foster home, or in kinship care and are in need of a positive role model
8. Receiving special education services
9. Have disabilities and/or special health needs
10. Out of school youth/dropouts
11. Gang-involved youth
12. Pregnant/parenting
13. Runaway or homeless
14. Have incarcerated parent(s)

## **B. BACKGROUND INFORMATION**

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.

## **C. SCOPE OF PROCUREMENT**

The Children, Youth, and Families Department will leverage these resources in order to extend the availability of one-on-one (individual) and/or group setting services to as many participants as possible. Contracts will be awarded based on the evaluation criteria as set forth in Section V of this RFP, the Offerors ability to perform the Scope of Work as set forth in Section IV.A of this RFP, and the intended purpose of the legislative funding through the General Appropriation Act, Laws of 2013 Chapter 227.

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. Should contract/agreement non-compliance be determined, the contract/agreement may be terminated or amended with revised contract/agreement terms. Contract/Agreement amendments may also be developed to effect mutually agreed upon contract terms. This procurement will result in a multiple source award.

#### **D. PROCUREMENT MANAGER**

1. Children, Youth and Families Department has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address, telephone number and e-mail address are listed below:

Name: Michelle Taylor, Procurement Manager  
Children, Youth, and Families Department  
Administrative Services Department/CDU  
Address: 1120 Paseo de Peralta  
PERA Building Room 101  
Santa Fe, NM 87501  
Telephone: (505) 819-8460  
Email: [asd.procurement@state.nm.us](mailto:asd.procurement@state.nm.us)

2. **Any inquiries or requests** regarding this procurement should be submitted, in writing, to the Procurement Manager. Offerors may contact **ONLY** the Procurement Manager regarding this procurement. Other state employees or Evaluation Committee members do not have the authority to respond on behalf of the Children, Youth and Families Department. **Protests of the solicitation or award must be delivered by mail to the Protest Manager.** As A Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, **ONLY** protests delivered directly to the Protest Manager in writing and in a timely fashion will be considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. Emailed protests will not be considered as properly submitted nor will protests delivered to the Procurement Manager be considered properly submitted.

#### **E. DEFINITION OF TERMINOLOGY**

This section contains definitions of terms used throughout this procurement document, including appropriate abbreviations:

“**Agency**” means the State of New Mexico Children, Youth and Families Department.

“**Award**” means the final execution of the contract document.

“**Business Hours**” means 8:00 AM thru 5:00 PM Mountain Standard or Mountain Daylight Time, whichever is in effect on the date given.

“**Close of Business**” means 5:00 PM Mountain Standard or Daylight Time, whichever is in effect at that time.

**“Confidential”** means confidential financial information concerning Offeror’s organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act NMSA 1978 57-3-A-1 to 57-3A-7. See NMAC 1.4.1.45. As one example, no information that could be obtained from a source outside this request for proposals can be considered confidential information.

**“Contract”** means any agreement for the procurement of items of tangible personal property, services or construction.

**“Contractor”** means any business having a contract with a state agency or local public body.

**“Determination”** means the written documentation of a decision of a procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

**“Desirable”** the terms "may", "can", "should", "preferably", or "prefers" identify a desirable or discretionary item or factor.

**“Direct Service Offeror”** means an organization or agency that submits a proposal to receive one-on-one or group mentoring services funding and will carry out the grant services and activities.

**“Electronic Version/Copy”** means a digital form consisting of text, images or both readable on computers or other electronic devices that includes all content that the Original and Hard Copy proposals contain. The digital form may be submitted using a compact disc (cd) or USB flash drive. The electronic version/copy can NOT be emailed.

**“Evaluation Committee”** means a body appointed to perform the evaluation of Offerors’ proposals.

**“Evaluation Committee Report”** means a report prepared by the Procurement Manager and the Evaluation Committee for contract award. It will contain written determinations resulting from the procurement.

**“Finalist”** means an Offeror who meets all the mandatory specifications of this Request for Proposals and whose score on evaluation factors is sufficiently high to merit further consideration by the Evaluation Committee.

**“Hourly Rate”** means the proposed fully loaded maximum hourly rates that include travel, per diem, fringe benefits and any overhead costs for contractor personnel, as well as subcontractor personnel if appropriate.

**“IT”** means Information Technology.

**“Mandatory”** – the terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.

**“Minor Technical Irregularities”** means anything in the proposal that does not affect the price quality and quantity or any other mandatory requirement.

**“Multiple Source Award”** means an award of an indefinite quantity contract for one or more similar services, items of tangible personal property or construction to more than one Offeror. **“Offeror”** is any person, corporation, or partnership who chooses to submit a proposal.

**“Pass Through Entity”** means an organization or agency that provides a subaward to a subgrantee to carry out the services and activities of the one-on-one or group youth mentoring programs.

**“Procurement Manager”** means any person or designee authorized by a state agency or local public body to enter into or administer contracts and make written determinations with respect thereto.

**“Procuring Agency”** means the State of New Mexico Children, Youth and Families Department allowed by law to entertain procurements.

**“Project”** means a temporary process undertaken to solve a well-defined goal or objective with clearly defined start and end times, a set of clearly defined tasks, and a budget. The project terminates once the project scope is achieved and project acceptance is given by the project executive sponsor.

**“Redacted”** means a version/copy of the proposal with the information considered confidential as defined by NMAC 1.4.1.45 and defined herein and outlined in Section II.C.8 of this RFP blacked out BUT NOT omitted or removed.

**“Request for Proposals (RFP)”** means all documents, including those attached or incorporated by reference, used for soliciting proposals.

**“Responsible Offeror”** means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services, or items of tangible personal property described in the proposal.

**“Responsive Offer”** or means an offer which conforms in all material respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to price, quality, quantity or delivery requirements.

**“Sealed”** means, in terms of a non-electronic submission, that the proposal is enclosed in a package which is completely fastened in such a way that nothing can be added or removed. Open packages submitted will not be accepted except for packages that may have been damaged by the delivery service itself. The State reserves the right, however, to accept or reject packages where there may have been damage done by the delivery service itself. Whether a package has been damaged by the delivery service or left unfastened and should or should not be accepted is a

determination to be made by the Procurement Manager. By submitting a proposal, the Offeror agrees to and concurs with this process and accepts the determination of the Procurement Manager in such cases.

**“Staff”** means any individual who is a full-time, part-time, or an independently contracted employee with the Offerors’ company.

**“State (the State)”** means the State of New Mexico.

**“State Agency”** means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution or official of the executive, legislative or judicial branch of the government of this state. “State agency” includes the purchasing division of the general services department and the state purchasing agent but does not include local public bodies.

**“State Purchasing Agent”** means the director of the purchasing division of the general services department.

**“Statement of Concurrence”** means an affirmative statement from the Offeror to the required specification agreeing to comply and concur with the stated requirement(s). This statement shall be included in Offerors proposal. (E.g. “We concur”, “Understands and Complies”, “Comply”, “Will Comply if Applicable” etc.)

**“Subgrantee”** means an organization or agency that receives a subaward from a pass-through entity to provide one-on-one or group youth mentoring services. The term is interchangeable with subawardee and subrecipient.

**“Unredacted”** means a version/copy of the proposal containing all complete information including any that the Offeror would otherwise consider confidential, such copy for use only for the purposes of evaluation.

**“Written”** means typewritten on standard 8 ½ x 11 inch paper. Larger paper is permissible for charts, spreadsheets, etc.

## **F. PROCUREMENT LIBRARY**

A procurement library has been established. Offerors are encouraged to review the material contained in the Procurement Library by selecting the link provided in the electronic version of this document through your own internet connection or by contacting the Procurement Manager and scheduling an appointment. The library contains information listed below:

Request for Proposal – RFP instructions:

<https://cyfd.org/for-providers/rfp>

New Mexico Secretary of State – Good Standing and Status Certificate

[http://www.sos.state.nm.us/Business\\_Services/good-standing-and-status-certificate-information-and-fees.aspx](http://www.sos.state.nm.us/Business_Services/good-standing-and-status-certificate-information-and-fees.aspx)

New Mexico Department of Taxation & Revenue

<http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

Procurement Regulations

<https://www.generalservices.state.nm.us/statepurchasing/resourcesandinformation.aspx#/ProcurementCodeRegulationsExecutiveOrders>



## II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule, description and conditions governing the procurement.

### A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

Action	Responsible Party	
1. Issue RFP	Agency	February 15, 2019
2. Acknowledgement of Receipt	Agency	March 7, 2019
3. Pre-Proposal Conference	Agency	March 7, 2019
4. Deadline to submit Questions	Potential Offerors	March 14, 2019
5. Response to Written Questions	Procurement Manager	March 21, 2019
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>March 28, 2019</b>
7. Proposal Evaluation	Evaluation Committee	March 29, 2019 to April 12, 2019
8. Selection of Finalists	Evaluation Committee	April 18, 2018
9. Finalize Contractual Agreements	Agency/Finalist Offerors	June 1, 2019
10. Contract Awards	Agency/ Finalist Offerors	July 1, 2019
11. Protest Deadline	Agency	July 15, 2019

### B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II. A., above.

#### 1. Issuance of RFP

This RFP is being issued on behalf of the New Mexico State Children, Youth and Families Department on **February 15, 2019**.

#### 2. Acknowledgement of Receipt

Potential Offerors should hand deliver, return by email or registered or certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document, APPENDIX A, to have their organization placed on the procurement distribution list. Everyone on the distribution list will be notified of any amendments that are issued as well. The form should be signed by an authorized representative of the organization, dated and returned to the Procurement Manager by **3:00 pm MST or MDT** on **March 7, 2019**.

The procurement distribution list will be used for the distribution of written responses to questions. Failure to return the Acknowledgement of Receipt form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

### **3. Pre-Proposal Conference**

A pre-proposal conference will be held as indicated in the sequence of events beginning at **10:00 AM Mountain Standard Time/Daylight Time in the 1120 Paseo de Peralta, P.E.R.A Building, 2<sup>nd</sup> Floor Apodaca Hall, Santa Fe, New Mexico, 87501**. Potential Offeror(s) are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D). The identity of the organization submitting the question(s) will not be revealed. Additional written questions may be submitted at the conference. All written questions will be addressed in writing on the date listed in the Sequence of Events. A public log will be kept of the names of potential Offeror(s) that attended the pre-proposal conference.

Attendance at the pre-proposal conference is highly recommended, but not a prerequisite for submission of a proposal.

### **4. Deadline to Submit Written Questions**

Potential Offerors may submit written questions to the Procurement Manager as to the intent or clarity of this RFP until **3:00 PM Mountain Standard Time/Daylight Time** as indicated in the sequence of events. All written questions must be addressed to the Procurement Manager as declared in Section I, Paragraph D. Questions shall be clearly labeled and shall cite the Section(s) in the RFP or other document which form the basis of the question.

### **5. Response to Written Questions**

Written responses to written questions will be distributed as indicated in the sequence of events to all potential Offerors whose organization name appears on the procurement distribution list. An e-mail copy will be sent to all Offeror's that provide Acknowledgement of Receipt Forms described in II.B.2 before the deadline. Additional copies will be posted to: <https://cyfd.org/for-providers/rfp>

### **6. Submission of Proposal**

**ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE NO LATER THAN 3:00 PM MOUNTAIN STANDARD TIME/DAYLIGHT TIME ON March 28, 2019.** Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal.

Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the **Youth Mentoring Services RFP# 90-690-19-15989**. Proposals submitted by facsimile, or other electronic means will NOT be accepted.

A public log will be kept of the names of all Offeror organizations that submitted proposals. Pursuant to NMSA 1978, § 13-1-116, the contents of proposals shall not be disclosed to competing potential Offerors during the negotiation process. The negotiation process is deemed to be in effect until the contract is awarded pursuant to this Request for Proposals. Awarded in this context means the final required state agency signature on the contract(s) resulting from the procurement has been obtained.

## **7. Proposal Evaluation**

An Evaluation Committee will perform the evaluation of proposals. This process will take place as indicated in the sequence of events, depending upon the number of proposals received. During this time, the Procurement Manager may initiate discussions with Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **8. Selection of Finalists**

The Evaluation Committee will select a group of finalists and the Procurement Manager will notify the finalist Offerors as per schedule Section II. A., Sequence of Events or as soon as possible.

## **9. Finalize Contractual Agreements**

Any Contractual agreement(s) resulting from this RFP will be finalized with the most advantageous Offeror(s) as per schedule Section II. A., Sequence of Events or as soon thereafter as possible. This date is subject to change at the discretion of the Children, Youth and Families Department. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the Agency reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **10. Contract Awards**

After review of the Evaluation Committee Report and the signed contractual agreement, the Children, Youth and Families Department Procurement office will award as per the schedule in Section II. A., Sequence of Events or as soon as possible thereafter. This date is subject to change at the discretion of the Children, Youth and Families Department Procurement office.

The contract shall be awarded to the Offeror (or Offerors) whose proposals are most advantageous to the State of New Mexico and the Children, Youth and Families Department taking into consideration the evaluation factors set forth in this RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate Department and State approval.

## **11. Protest Deadline**

Any protest by an Offeror must be timely and in conformance with NMSA 1978, § 13-1-172 and applicable procurement regulations. As a Protest Manager has been named in this Request for Proposals, pursuant to NMSA 1978, § 13-1-172, ONLY protests delivered directly to the Protest Manager in writing and in a timely fashion will be

considered to have been submitted properly and in accordance with statute, rule and this Request for Proposals. The 15 calendar day protest period shall begin on the day following the award of contracts and will end at 5:00 pm Mountain Standard Time/Daylight Time on the 15<sup>th</sup> day. Protests must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Valerie Paulk, Chief Procurement Officer  
Administrative Services Division  
Children, Youth and Families Department  
P.E.R.A Building  
1120 Paseo de Peralta-Room 114  
Santa Fe, NM 87501

**Protests received after the deadline will not be accepted.**

## **C. GENERAL REQUIREMENTS**

### **1. Acceptance of Conditions Governing the Procurement**

Potential Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

### **2. Incurring Cost**

Any cost incurred by the potential Offeror in preparation, transmittal, and/or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror. Any cost incurred by the Offeror for set up and demonstration of the proposed equipment and/or system shall be borne solely by the Offeror.

### **3. Prime Contractor Responsibility**

Any contractual agreement that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of all requirements of the contractual agreement with a state agency which may derive from this RFP. The state agency entering into a contractual agreement with a vendor will make payments to only the prime contractor.

### **4. Subcontractors/Consent**

The use of subcontractors is allowed. The prime contractor shall be wholly responsible for the entire performance of the contractual agreement whether or not subcontractors are used. Additionally, the prime contractor must receive approval, in writing, from the agency awarding any resultant contract, before any subcontractor is used during the term of this agreement.

### **5. Amended Proposals**

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted

proposal and must be clearly identified as such in the transmittal letter. The Agency personnel will not merge, collate, or assemble proposal materials.

## **6. Offeror's Rights to Withdraw Proposal**

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request addressed to the Procurement Manager and signed by the Offeror's duly authorized representative.

The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

## **7. Proposal Offer Firm**

Responses to this RFP, including proposal prices for services, will be considered firm for one (1) year after the due date for receipt of proposals or ninety (90) days after the due date for the receipt of a best and final offer, if the Offeror is invited or required to submit one.

## **8. Disclosure of Proposal Contents**

- A. Proposals will be kept confidential until negotiations and the award are completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the potential Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:
- B. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.
- C. Confidential data is restricted to:
  - 1. confidential financial information concerning the Offeror's organization;
  - 2. and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, NMSA 1978 § 57-3A-1 to 57-3A-7.
  - 3. PLEASE NOTE: The price of products offered or the cost of services proposed **shall not be designated** as proprietary or confidential information.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Agency shall examine the Offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

## **9. No Obligation**

This RFP in no manner obligates the State of New Mexico or any of its Agencies to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

## **10. Termination**

This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when the Agency determines such action to be in the best interest of the State of New Mexico.

## **11. Sufficient Appropriation**

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be effected by sending written notice to the contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

## **12. Legal Review**

The Agency requires that all Offerors agree to be bound by the General Requirements contained in this RFP. Any Offeror's concerns must be promptly submitted in writing to the attention of the Procurement Manager.

## **13. Governing Law**

This RFP and any agreement with an Offeror which may result from this procurement shall be governed by the laws of the State of New Mexico.

## **14. Basis for Proposal**

Only information supplied, in writing, by the Agency through the Procurement Manager or in this RFP should be used as the basis for the preparation of Offeror proposals.

## **15. Contract Terms and Conditions**

The contract between an agency and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Sample Contract Appendix C. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Offeror. The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal will be incorporated into and become part of any resultant contract.

The Agency discourages exceptions from the contract terms and conditions as set forth in the RFP Sample Contract. Such exceptions may cause a proposal to be rejected as nonresponsive when, in the sole judgment of the Agency (and its evaluation team), the proposal appears to be conditioned on the exception, or correction of what is deemed to be a deficiency, or an unacceptable exception is proposed which would require a substantial proposal rewrite to correct.

Should an Offeror object to any of the terms and conditions as set forth in the RFP Sample Contract (APPENDIX C) strongly enough to propose alternate terms and conditions in spite of the above, the Offeror must propose **specific** alternative language. The Agency may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions of the Sample Contract are not acceptable to the Agency and will result in disqualification of the Offeror's proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

If an Offeror fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror), no proposed alternate terms and conditions will be considered later during the negotiation process. Failure to propose alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Offeror) is an **explicit agreement** by the Offeror that the contractual terms and conditions contained herein are **accepted** by the Offeror.

#### **16. Offeror's Terms and Conditions**

Offerors must submit with the proposal a complete set of any additional terms and conditions they expect to have included in a contract negotiated with the Agency. Please see Section II.C.15 for requirements.

#### **17. Contract Deviations**

Any additional terms and conditions, which may be the subject of negotiation (such terms and conditions having been proposed during the procurement process, that is, the RFP process prior to selection as successful Offeror), will be discussed only between the Agency and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.

#### **18. Offeror Qualifications**

The Evaluation Committee may make such investigations as necessary to determine the ability of the potential Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any potential Offeror who is not a Responsible Offeror or fails to submit a responsive offer as defined in NMSA 1978, § 13-1-83 and 13-1-85.

#### **19. Right to Waive Minor Irregularities**

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee.

#### **20. Change in Contractor Representatives**

The Agency reserves the right to require a change in contractor representatives if the assigned representative(s) is (are) not, in the opinion of the Agency, adequately meeting the needs of the Agency.

#### **21. Notice of Penalties**

The Procurement Code, NMSA 1978, § 13-1-28 through 13-1-199, imposes civil, misdemeanor and felony criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kickbacks.

## **22. Agency Rights**

The Agency in agreement with the Evaluation Committee reserves the right to accept all or a portion of a potential Offeror's proposal.

## **23. Right to Publish**

Throughout the duration of this procurement process and contract term, 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. Failure to adhere to this requirement may result in disqualification of the Offeror's proposal or removal from the contract.

## **24. Ownership of Proposals**

All documents submitted in response to the RFP shall become property of the State of New Mexico.

## **25. Confidentiality**

Any confidential information provided to, or developed by, the contractor in the performance of the contract resulting from this RFP shall be kept confidential and shall not be made available to any individual or organization by the contractor without the prior written approval of the Agency.

The Contractor(s) agrees to protect the confidentiality of all confidential information and not to publish or disclose such information to any third party without the procuring Agency's written permission.

## **26. Electronic mail address required**

A large part of the communication regarding this procurement will be conducted by electronic mail (e-mail). Offeror must have a valid e-mail address to receive this correspondence. (See also Section II.B.5, Response to Written Questions).

## **27. Use of Electronic Versions of this RFP**

This RFP is being made available by electronic means. In the event of conflict between a version of the RFP in the Offeror's possession and the version maintained by the Agency, the Offeror acknowledges that the version maintained by the Agency shall govern.

Please refer to: <https://cyfd.org/for-providers/rfp>

## **28. New Mexico Employees Health Coverage**

A. If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance



- coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
- C. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <http://www.insurenewmexico.state.nm.us/>.
  - D. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

### **29. Campaign Contribution Disclosure Form**

Offeror must complete, sign, and return the Campaign Contribution Disclosure Form, APPENDIX B, as a part of their proposal. This requirement applies regardless whether a covered contribution was made or not made for the positions of Governor and Lieutenant Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification.

### **30. Letter of Transmittal**

Offeror's proposal must be accompanied by the Letter of Transmittal Form located in APPENDIX E which must be completed and signed by an individual person authorized to obligate the company. The letter of transmittal MUST:

1. Identify the submitting business entity.
2. Identify the name, title, telephone, and e-mail address of the person authorized by the Offeror organization to contractually obligate the business entity providing the Offer.
3. Identify the name, title, telephone, and e-mail address of the person authorized to negotiate the contract on behalf of the organization (if different than (2) above).
4. Identify the names, titles, telephone, and e-mail addresses of persons to be contacted for clarification/questions regarding proposal content.
5. Identify sub-contractors (if any) anticipated to be utilized in the performance of any resultant contract award.
6. Describe the relationship with any other entity which will be used in the performance of this awarded contract.
7. Identify the following with a check mark and signature where required:
  - a. **Explicitly** indicate acceptance of the Conditions Governing the Procurement stated in Section II. C.1;
  - b. **Explicitly** indicate acceptance of Section V of this RFP; and
  - c. Acknowledge receipt of any and all amendments to this RFP.
8. Be signed by the person identified in part 2 above.

### **31. Pay Equity Reporting Requirements**

- A. 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.

- B. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, Offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.
- C. Should Offeror not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, Offeror must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.
- D. Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Offeror must further agree that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.

### **32. Disclosure Regarding Responsibility**

- A. Any prospective Contractor and any of its Principals who enter into a contract greater than sixty thousand dollars (\$60,000.00) with any state agency or local public body for professional services, tangible personal property, services or construction agrees to disclose whether the Contractor, or any principal of the Contractor's company:
  - 1. is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body;
  - 2. has within a three-year period preceding this offer, been convicted in a criminal matter or had a civil judgment rendered against them for:
    - a. the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract;
    - b. violation of Federal or state antitrust statutes related to the submission of offers; or
    - c. the commission in any federal or state jurisdiction of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violation of Federal criminal tax law, or receiving stolen property;
  - 3. is presently indicted for, or otherwise criminally or civilly charged by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;

4. has, preceding this offer, been notified of any delinquent Federal or state taxes in an amount that exceeds \$3,000.00 of which the liability remains unsatisfied. Taxes are considered delinquent if the following criteria apply.
  - a. The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge of the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.
  - b. The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.
  - c. Have within a three year period preceding this offer, had one or more contracts terminated for default by any federal or state agency or local public body.)
- B. Principal, for the purpose of this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.
- C. The Contractor shall provide immediate written notice to the State Purchasing Agent or other party to this Agreement if, at any time during the term of this Agreement, the Contractor learns that the Contractor's disclosure was at any time erroneous or became erroneous by reason of changed circumstances.
- D. A disclosure that any of the items in this requirement exist will not necessarily result in termination of this Agreement. However, the disclosure will be considered in the determination of the Contractor's responsibility and ability to perform under this Agreement. Failure of the Contractor to furnish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- E. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the disclosure required by this document. The knowledge and information of a Contractor is not required to exceed that which is the normally possessed by a prudent person in the ordinary course of business dealings.
- F. The disclosure requirement provided is a material representation of fact upon which reliance was placed when making an award and is a continuing material representation of the facts during the term of this Agreement. If during the performance of the contract, the Contractor is indicted for or otherwise criminally or civilly charged by any government entity (federal, state or local) with commission of any offenses named in this document the Contractor must provide immediate written notice to the State Purchasing Agent or other party to this Agreement. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to other remedies available to the Government, the State Purchasing Agent

or Central Purchasing Officer may terminate the involved contract for cause. Still further the State Purchasing Agent or Central Purchasing Officer may suspend or debar the Contractor from eligibility for future solicitations until such time as the matter is resolved to the satisfaction of the State Purchasing Agent or Central Purchasing Officer.

### **33. New Mexico Preferences**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate with their proposal. Certificates for preferences must be obtained through the New Mexico Department of Taxation & Revenue <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

#### **A. New Mexico Business Preference**

A copy of the certification must accompany your proposal.

#### **B. New Mexico Resident Veterans Business Preference**

A copy of the certification must accompany your proposal.

### III. RESPONSE FORMAT AND ORGANIZATION

#### A. NUMBER OF RESPONSES

Offerors shall submit only one proposal per service offered.

Offerors wishing to propose services to provide face-to-face mentoring services for troubled or at-risk youth in a One-on-One (individual) setting shall submit only one proposal in **BLACK** Binders.

Offerors wishing to propose services to provide face-to-face mentoring services for troubled or at-risk youth in a group setting shall submit only one proposal in **BLUE** Binders.

#### B. NUMBER OF COPIES

##### 1. Hard Copy Responses

Offeror's proposal must be clearly labeled and numbered and indexed as outlined in **Section III.C. Proposal Format**. Proposals must be submitted as outlined below. The original copy shall be clearly marked as such on the front of the binder. Each portion of the proposal (technical/cost) must be submitted in separate binders and must be prominently displayed on the front cover. Envelopes, packages or boxes containing the original and the copies must be clearly labeled and submitted in a sealed envelope, package, or box bearing the following information:

Offerors should deliver:

- a. **Technical Proposals** – One (1) ORIGINAL, Three (3) HARD COPIES, and Three (3) electronic copies of the proposal containing ONLY the Technical Proposal; ORIGINAL and COPY shall be in separate labeled binders. **The electronic version/copy can NOT be emailed.**

Proposals containing confidential information **must** be submitted as two separate binders:

**Unredacted** version for evaluation purposes

**Redacted** version (information blacked out and not omitted or removed) for the public file

- b. **Cost Proposals** – One (1) ORIGINAL, one (1) HARD COPY, and one (1) electronic copy of the proposal containing ONLY the Cost Proposal; ORIGINAL and COPY of Cost Proposal shall be in separate labeled binders from the Technical Proposals. **The electronic copy can NOT be emailed.**

The electronic version/copy of the proposal **must** mirror the physical binders submitted (i.e. One (1) **unredacted cd/usb**, one (1) **redacted cd/usb**). **The electronic version can NOT be emailed.**

- c. The original, hard copy and electronic copy information **must** be identical. In the event of a conflict between versions of the submitted proposal, the Original hard copy shall govern. **Both the electronic submission and the original proposal must be received no later than the time and date indicated in Section II.B.6.**
- d. Any proposal that does not adhere to the requirements of this Section and **Section III.C.1 Proposal Content and Organization** may be deemed non-responsive and rejected on that basis.

## C. PROPOSAL FORMAT

All proposals must be submitted as follows:

Hard copies must be typewritten on standard 8 ½ x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within binders with tabs delineating each section. For Direct Service providers there is a 25 page maximum, single spaced, 12pt New Times Roman. For Pass Through entities there is a 40 page maximum, single spaced, 12pt font, New Times Roman.

Organization of folders/envelopes for hard copy proposals and electronic copy proposals:

### 1. Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

#### Technical Proposal (Binder 1):

- A. Signed Letter of Transmittal
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
- F. Response to Specifications (**except cost information which shall be included in Cost Proposal/Binder 2 only**)
  - 1. Technical Specifications
    - a. Program Description  
Section IV.B.1
    - b. Organizational Experience  
Section IV.B.2
    - c. Capacity and Capability
      - i. Section IV.B.3
      - ii. Good Standing and Status Certificate
  - 2. Mandatory Specifications
    - a. Campaign contribution Form  
Appendix B
    - b. Pay Equity Reporting  
Statement of Concurrence
    - c. Statement of Confidentiality  
Appendix G

- d. In-Kind Contributions  
Appendix H
- e. Administrative and Fiscal Standards  
Appendix I
- f. Suspension and Debarment Form  
Appendix J
- g. New Mexico Employees Health Coverage Form  
Appendix K
- h. Resident Business or Resident Veterans Preference

G. Other Supporting Material (If applicable)

**Cost Proposal (Binder 2):**

Completed Cost Response Form

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates or expenses must occur only in Binder #2 on the cost response form.

The proposal summary may be included by potential Offerors to provide the Evaluation Committee with an overview of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the Offeror's proposal.

## IV. SPECIFICATIONS

Offerors should respond in the form of a thorough narrative to each specification, unless otherwise instructed. The narratives, including required supporting materials will be evaluated and awarded points accordingly. For Direct Service providers there is a 25 page maximum, single spaced, 12pt font, New Times Roman. For Pass Through entities there is a 40 page maximum, single spaced, 12pt font, New Times Roman.

### A. DETAILED SCOPE OF WORK

New Mexico's Children, Youth and Families Department (CYFD) is committed to supporting a network of quality mentoring providers and effective approaches that provide a consistent, positive influence in the lives of youth people who would benefit from mentoring support, connecting the young person to personal growth and development, and social and economic opportunities.

#### 1. Service Description

By engaging New Mexico at-risk youth in a mentoring program to assist in identifying and attaining academic and personal goals, our youth and young adults will be better prepared for their GED, high school graduation, advancement to technical school/college, or the workforce and become productive members in their local communities and the state of New Mexico. The One-on-One and Group Youth Mentoring programs will provide youth with the confidence, resources, continuity, and support they need to achieve their potential.

#### **One-on-One (Individual) Mentoring**

Contractor(s) must provide face-to-face one-on-one (individual) youth mentoring services in the outlined program areas. Contractor(s) shall have the capability to match qualified mentors with troubled or at-risk youth, who need or who will benefit from having a caring, responsible adult in their lives, to ensure that youth may achieve their potential. Mentoring services may take place in a variety of venue settings within New Mexico. Contractor(s) will be reimbursed \$50 per hour for youth receiving four or more hours of services per month.

#### **Group Youth Mentoring**

Contractor(s) must provide face-to-face group youth mentoring services to eligible youth within a group setting in the outline program areas. It has been determined that a more formal, smaller group mentor-mentee ratio is in line with national practices and would better serve mentees than current less-formal, large group approach. Groups are thereby defined as having one mentor to six mentees (1:6) and consisting of a specific curriculum or structured learning objective over the course of four or more hours per month. Contractor(s) will be reimbursed \$15 per hour for each eligible/registered youth member of a funded group activity, within the outlined program areas, operational at least four hours or more per month.

In order to reach the maximum amount of youth, CYFD is seeking qualified contractor(s) who provide face-to-face mentoring services for troubled or at-risk youth in a one-on-one (individual) and/or group setting. The youth to be served must be between the ages of six



(6) and eighteen (18) years of age. Each youth served must participate in at least one allowable activity area for a minimum of four (4) hours a month. Youth served must be troubled or at-risk, and meet one or more of the following criteria:

- a. Failing one or more subjects in school
- b. Low attendance in school
- c. Part of the juvenile justice system
- d. Demonstrating behavioral or emotional issues
- e. At-risk of child abuse
- f. At-risk of substance abuse
- g. Come from a single parent, foster home, or in kinship care and are in need of a positive role model
- h. Receiving special education services
- i. Have disabilities and/or special health needs
- j. Out of school youth/dropouts
- k. Gang-involved youth
- l. Pregnant/parenting
- m. Runaway or homeless
- n. Have incarcerated parent(s)

Allowable activities shall meet one or more of the following program areas:

- a. Academic Success
  - i. Tutoring
  - ii. Academic Enrichment
  - iii. STEM/STEAM
  - iv. College Access
  - v. Media Literacy
  - vi. Cyber Safety
- b. Health & Wellness
  - i. Healthy Lifestyles
  - ii. Hygiene & Personal Care
  - iii. Mind & Body
  - iv. Pregnancy Prevention
  - v. Bullying Prevention
  - vi. Substance Abuse Prevention
  - vii. Counseling
  - viii. Cultural Customs & Values
- c. Life Skills
  - i. Life Skills/Social Skills
  - ii. Leadership Development
  - iii. Character & Citizenship
  - iv. Community Service & Engagement

- v. Career Exploration
  - vi. Job Readiness
  - vii. Economic/Financial Literacy
- d. Fitness and Structured Recreation
    - i. Fitness Activities
    - ii. Arts & Crafts
    - iii. Sports Exposure and Skills Development
    - iv. Gross and Fine Motor Skills Activities

**All mentoring services will meet the following overall minimum standards:**

- a. Delivered in a manner consistent with Trauma-Informed Care principles.
- b. Delivered in a manner consistent with one of the youth development fundamental approaches: Positive Youth Development Perspective, the Developmental Assets Framework, Youth Risk and Protective Factors or Grit and Resilience Development.
- c. Utilize an evidenced-based or evidenced-informed program/practice to be implemented with fidelity in service delivery.
- d. All program staff will be trained and sensitive to multicultural issues to include, at minimum, ethnicity, LGBTQI-GNC, generational poverty and youth culture.
- e. All programs will build and maintain relationships with other agencies/organizations in the community in order to:
  - i. Build referral sources such as schools, juvenile probation, other youth serving organizations, mental health, etc., to solicit participants.
  - ii. Establish a network of resources so that youth and families can be referred to other community resources in order to meet all needs of the youth.
- f. Recruit appropriate mentors and mentees by realistically describing the program's aims and expected outcomes.
- g. Screen prospective mentors to determine whether they have the time, commitment and personal qualities to be an effective mentor.
  - i. Mentor agrees to a calendar or school year minimum commitment for the mentoring.
  - ii. Mentor agrees to participate in face-to-face meetings with his/her mentee(s) at least four hours a month over the course of a calendar or school year.
  - iii. Program conducts at least one face-to-face meeting with the mentor quarterly.
- h. Train prospective mentors in the basic knowledge and skills needed to build an effective mentoring relationship.
  - Mentor training includes the following topics, at a minimum:

- a. Program rules;
- b. Mentor goals and expectations for the mentor/mentee relationship;
- c. Mentor obligations and appropriate roles;
- d. Relationship development and maintenance;
- e. Ethical issues that may arise related to the mentoring relationship;
- f. Effective closure of the mentoring relationship; and
- g. Sources of assistance available to support mentors.
- h. Fundamental youth development approach being used: Positive Youth Development Perspective, the Developmental Assets Framework, Youth Risk and Protective Factors or Grit and Resilience Development.
- i. Cultural, gender and economic issues; and mentors are provided an understanding of trauma-informed care.
- j. Opportunities and challenges associated with mentoring specific populations of children (e.g. children of prisoners, youth involved in the juvenile justice system, youth in foster care, high school dropouts), when relevant.
- k. Procedures to address problem resolution.

Program provides training for the mentee and his/her parent(s)/guardian(s) (when appropriate) on the following topics:

- a. Program guidelines;
  - b. Mentor obligations and appropriate roles;
  - c. Mentee obligations and appropriate roles; and
  - d. Parental/guardian involvement guidelines.
  - e. Procedures to address problem resolution.
- i. Match mentors and mentees along dimensions likely to increase the odds that mentoring relationships will endure.
  - j. Monitor mentoring relationship milestones and child safety while providing support to mentors with ongoing advice, problem-solving support and training opportunities for the duration of the relationship.
    - i. Program provides mentors with ongoing support and training to help mentors negotiate challenges in the mentoring relationships as they arise.
    - ii. Program has quarterly contact, at minimum, with a key person in the mentee's life for the duration of the match.
  - k. Facilitate bringing the match to closure in a way that affirms the contributions of both the mentor and the mentee and offers both individuals the opportunity to assess the experience.
    - i. Program has procedure to manage anticipated closures, including a system for a mentor or mentee rematch.
    - ii. Program has procedure to manage unanticipated match closures, including a system for a mentor or mentee rematch.
    - iii. Program conducts and documents an exit interview with mentor and mentee.

- iv. Program has a written statement outlining terms of match closure and policies for mentor/mentee contact after match ends.

**2. Program Minimum Requirements**

Contractor(s) must meet a minimum level of administrative and fiscal capacity in order to contract with the State of New Mexico. Therefore, the Contractor(s) must be willing to meet and/or exceed the following Program Minimum Requirements.

- a. Staffing related requirements such as ensuring that all staff, volunteers, and subcontractors receive applicable training and/or certifications prior to directly working with youth;
- b. CYFD fingerprint-based criminal background checks for all staff, volunteers, and subcontractors are completed prior to directly working with youth, as required by 8.8.3 NMAC;
- c. Complying with CYFD requirements for maintaining a tracking system to report all required data;
- d. Complying with reporting requirements on a monthly, quarterly and annual basis in the format to be provided by CYFD at the time of contract execution;
- e. Providing facilities, supplies, equipment and materials sufficient enough to successfully administer one-on-one and/or group youth mentoring programs; and
- f. Maintaining required insurance coverage such as liability, Workers' Compensation, directors and officers, and automobile.

The Contractor(s) will be given ninety (90) days from the date of Contract execution to meet all Program Minimum Requirements. The Contractor(s) are not eligible for payment until all Program Minimum Requirements are met.

**3. Target Population**

Troubled or at-risk youth six (6) to eighteen (18) years of age and are residents of the State of New Mexico.

**4. Outcomes**

Outcome 1: Year One – 60%, Year Two – 65%, Year Three – 70%, and Year 4 – 75% of participants will participate in one-on-one or group mentoring services a minimum of five months.

Outcome 2: Year One – 60%, Year Two – 65%, Year Three – 70%, and Year 4 – 75% of participants will build skills and knowledge as demonstrated on pre/post measurements designed for each specific program.

Outcome 3: Year One – 60%, Year Two – 65%, Year Three – 70%, and Year 4 – 75% of participants will continue to show academic progress during the time of program participation.

Outcome 4: Year One – 60%, Year Two – 65%, Year Three – 70%, and Year 4 – 75% of participants will demonstrate a reduction in individually identified risk factors during the time of program participation.

Outcome 5: Year One – 60%, Year Two – 65%, Year Three – 70%, and Year 4 – 75% of participants will establish, maintain, or improve relationships with a positive, caring adult.

Outcome 6: Year One – 60%, Year Two – 65%, Year Three – 70%, and Year 4 – 75% of participants indicate an improvement in life circumstances in an evaluation survey developed by the service provider or by CYFD for use with participants.

Contractor(s) will report outcomes for all funded youth following the data collection procedures to be provided prior to the funding start date.

## **5. Trauma-Informed Care Principles**

### Safety:

Throughout the organization, staff and the people they serve feel physically and psychologically safe.

### Trustworthiness and Transparency:

Organizational operations and decisions are conducted with transparency and the goal of building and maintaining trust among staff, program participants, and family members of those receiving services.

### Peer Support and Mutual Self-Help:

These are integral to the organizational and service delivery approach and are understood as a key vehicle for building trust, establishing safety, and empowerment.

### Collaboration and Mutuality:

These is true partnering and leveling of power differences between staff and participants and among organizational staff from direct care staff to administrators. There is recognition that healing happens in relationships and in the meaningful sharing of power and decision-making. The organization recognizes that everyone has a role to play in a trauma-informed approach. One does not have to be a therapist to be therapeutic.

### Empowerment, Voice and Choice:

The organization aims to strengthen the staff's, participants', and family member's experience of choice and recognize that every person's experience is unique and requires an individualized approach. This includes a belief in resilience and in the ability of individuals, organizations, and communities to heal and promote recovery from trauma. This builds on what participants, staff, and communities have to offer, rather than responding to perceived deficits.

Cultural, Historical, and Gender Issues:

The organization actively moves past cultural stereotypes and biases (e.g., based on race, ethnicity, sexual orientation, age, geography), offers gender responsive services, leverages the healing value of traditional cultural connections, and recognizes and addresses historical trauma.

**6. Youth Risk and Protective Factors**

Youth research consistently demonstrates that risk and protective factors significantly impact the development of a young person. A risk factor is defined as anything that increases the probability that a person will suffer harm. A protective factor is defined as something that decreases the potential harmful effect of a risk factor.

Successful prevention efforts decrease exposure to risk factors while increasing protective factors for a young person. Youth risk and protective factors research is organized by youth issue area: youth violence, substance abuse, child abuse and neglect, sexual violence, intimate partner violence and mental illness. Risk and protective factors are divided into four domains: individual, family, peer and social, and school, neighborhood and community.

The list of risk and protective factors for youth violence can be found below. Risk and protective factors for other youth issues are available on youth.gov and CDC websites.

Table: List of Individual Risk and Protective Factors for youth violence.

Category	Risk Factors	Protective Factors
Individual	<ul style="list-style-type: none"><li>• History of violent victimization</li><li>• Attention deficits, hyperactivity or learning disorders</li><li>• History of early aggressive behavior</li><li>• Involvement with drugs, alcohol or tobacco</li><li>• Low IQ</li><li>• Poor behavioral control</li><li>• Deficits in social cognitive or information-processing abilities</li><li>• High emotional distress</li><li>• Antisocial beliefs or attitudes</li><li>• Exposure to violence and conflict in the family/home</li></ul>	<ul style="list-style-type: none"><li>• Intolerant attitude toward deviance</li><li>• High IQ</li><li>• High grade point average</li><li>• Positive social orientation</li><li>• Highly developed social skills/competencies</li><li>• Highly developed skills for realistic planning</li><li>• Religious and club affiliations</li></ul>

Table: List of Family Risk and Protective Factors for youth violence.

Category	Risk Factors	Protective Factors
<b>Family</b>	<ul style="list-style-type: none"> <li>• Authoritarian childrearing attitudes</li> <li>• Harsh, lax or inconsistent disciplinary practices</li> <li>• Low parental involvement</li> <li>• Low emotional attachment to parents/caregivers</li> <li>• Parental substance abuse or criminality</li> <li>• Poor family functioning</li> <li>• Poor monitoring and supervision of children</li> </ul>	<ul style="list-style-type: none"> <li>• Connectedness to family or adults outside of the family</li> <li>• Ability to discuss problems with parents</li> <li>• Perceived parental expectations about school performance are high</li> <li>• Frequent shared activities with parents</li> <li>• Consistent presence of parent during at least one of the following: when awakening, when arriving home from school, at evening mealtime or going to bed</li> <li>• Involvement in social activities</li> <li>• Parental/family use of constructive strategies for coping with problems (provision of model of constructive coping)</li> </ul>

Table: List of Peer and Social Risk and Protective Factors for youth violence.

Category	Risk Factors	Protective Factors
<b>Peer and Social</b>	<ul style="list-style-type: none"> <li>• Association with delinquent peers</li> <li>• Involvement in gangs</li> <li>• Social rejection by peers</li> <li>• Lack of involvement in conventional activities</li> <li>• Poor academic performance</li> <li>• Low commitment to school and school failure</li> </ul>	<ul style="list-style-type: none"> <li>• Possession of affective relationships with those at school that are strong, close and pro-socially oriented</li> <li>• Commitment to school (an investment in school and in doing well)</li> <li>• Close relationships with non-deviant peers</li> <li>• Membership in peer groups that do not condone antisocial behavior</li> <li>• Involvement in pro-social activities</li> <li>• Exposure to school climates that are characterized by: intensive supervision, clear behavior rules, consistent negative reinforcement of aggression, engagement of parents and teachers.</li> </ul>

Table: List of School and Community Risk and Protective Factors for youth violence.

Category	Risk Factors	Protective Factors
<b>School and Community</b>	<ul style="list-style-type: none"> <li>• Diminished economic opportunities</li> <li>• High concentrations of poor residents</li> <li>• High level of transiency</li> <li>• High level of family disruption</li> <li>• Low levels of community participation</li> <li>• Socially disorganized neighborhoods</li> </ul>	<ul style="list-style-type: none"> <li>• Availability of resources</li> <li>• After school activities</li> <li>• Exposure to evidence-based programs and strategies</li> <li>• Opportunities for prosocial involvement in the community</li> </ul>

**7. Positive Youth Development**

Positive youth development (PYD) is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths’ strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths.

Eight Essential Elements:

- a. PYD is an intentional process. It is about being proactive to promote protective factors in young people.
- b. PYD complements efforts to prevent risky behaviors and attitudes in youth and supports efforts that work to address negative behaviors.
- c. PYD acknowledges and further develops (or strengthens) youth assets. All youth have the capacity for positive growth and development.
- d. PYD enables youth to thrive and flourish and prepares them for a healthy, happy and safe adulthood.
- e. PYD involves youth as active agents. Youth are valued and encouraged to participate in design, delivery, and evaluation of the services. Adults and youth work in partnership.
- f. PYD instills leadership qualities in youth, but youth are not required to lead. Youth can attend, actively participate, contribute, and/or lead through PYD activities.
- g. PYD involves civic involvement and civic engagement; youth contribute to their schools and/or broader communities through service.
- h. PYD involves and engages every element of the community – schools, homes, community members, and others. Young people, family members, and community



partners are valued through this process. PYD is an investment that the community makes in young people. Youth and adults work together to frame the solutions.

## **8. Developmental Assets Framework**

40 positive supports and strengths have been identified that young people need to succeed. Half of the assets focus on the relationships and opportunities they need in their families, schools, and communities (external assets). The remaining assets focus on the social-emotional strengths, values, and commitments that are nurtured within young people (internal assets).

EXTERNAL ASSETS are the supports, opportunities, and relationships young people need across all aspects of their lives.

- a. Support: Young people need to be surrounded by people who love, care for, appreciate, and accept them.
- b. Empowerment: Young people need to feel valued and valuable. This happens when youth feel safe and respected.
- c. Boundaries and Expectations: Young people need clear rules, consistent consequences for breaking rules, and encouragement to do their best.
- d. Constructive Use of Time: Young people need opportunities—outside of school—to learn and develop new skills and interests with other youth and adults.

INTERNAL ASSETS: The personal skills, commitments, and values they need to make good choices, take responsibility for their own lives, and be independent and fulfilled.

- a. Commitment to Learning: Young people need a sense of the lasting importance of learning and a belief in their own abilities.
- b. Positive Values: Young people need to develop strong guiding values or principles to help them make healthy life choices.
- c. Social Competencies: Young people need the skills to interact effectively with others, to make difficult decisions, and to cope with new situations.
- d. Positive Identity: Young people need to believe in their own self-worth and to feel that they have control over the things that happen to them.

## **9. Grit and Resilience**

Resilience is the optimism to continue when you've experienced some failures and times are so tough that others see continuing as futile or impossible, while Grit is the motivational drive that keeps you on a difficult task over a sustained period of time.

Five Ways to Develop Grit & Resilience:

- a. Focus on Your Language Choice  
Praising efforts fosters resilience and reminds people of their role in a successful outcome. Too often young children are praised for “being smart” rather than having a

- good plan. When a child is praised for an ability (e.g., “You are really smart. You are so flexible.”) it teaches a fixed mindset, there are different approaches to teaching resilience in schools. All their lives they have heard how smart they are, so failure feels like they aren’t smart anymore. Use language that encourages perseverance and praises effort.
- b. **Surround Yourself with People Who Persevere**  
Whether grit is nature or nurture is a common debate- but like all things, it’s a combination. Duckworth cites the example of height. Yes, the height of our parents affects our genes (nature) but over generations, we have evolved to be taller as a population (nurture). Surrounding yourself with people who have both passion and perseverance towards their goals, will help to strengthen or grow the mindset required to increase resilience and grit.
  - c. **Adopt Flexible Thinking Patterns**  
Being less rigid in your thoughts and actions allows resilience and grit to blossom. Simply because flexible people don’t see problems they see opportunities for growth and learning. When every challenge is met with enthusiasm and creative thinking you will see yourself as capable and this confidence breeds resilience.
  - d. **Set Tiny Goals That Align with Your Purpose**  
People with a sense of purpose are happier. However, your purpose is very abstract and often difficult to define. By creating smaller short term goals which align with your bigger purpose, you increase your success rate and your speed of accomplishing goals. This will keep you motivated to keep persevering.
  - e. **Build Time into Your Day for Reflection**  
When you take a time to reflect you bring awareness in a focused way to the things you have accomplished and the path you want to take to continue. Whether your reflection takes the form of a meditation, a journaling session, a gratitude exercise or a walk outside while you think back on your day. When you give yourself time to think back on your day in a non-judgmental way, we can see what you have accomplished and what actions you need to take tomorrow to keep moving forward.

## **10. Evidence-Based/Driven Practices and Programs**

Evidence-based practice is defined as bringing together the best available research, professional expertise, and input from youth and families to identify and deliver services that have been demonstrated to achieve positive outcomes for youth, families and communities. Evidence-driven practice is defined as those services that have not yet been demonstrated as effective through research but show promise through other evaluation methods in achieving positive outcomes for youth, families and communities.

For the youth mentoring field, Elements of Effective Practice for Mentoring, 4<sup>th</sup> Edition, provides mentoring program standards and guidelines for mentoring program.

## 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 Through entities there is a 40 page maximum, single spaced, 12pt font, New Times Roman.

### 1. Program Description

- a. Describe Offeror’s business/organizations target population.
- b. Describe Offeror’s knowledge/expertise in providing services to identified target populations.
- c. Identify the specific geographic area of the state of New Mexico (e.g., list communities/counties) to be targeted, and reasoning for it.
- d. Describe how one-on-one or youth group mentoring engagements will be provided.
- e. How will Offeror’s organization provide a minimum of four (4) hours of one-on-one or group mentoring services a month to each youth served, as required in Section IV.A?
- f. Provide estimated number of hours each participant will receive one-on-one or group mentoring services on a monthly basis. (Note: The information provided must be consistent with the numbers provided on Appendix D Cost Response Form)
- g. Provide estimated number of months the Offeror’s proposed program will operate between on the State Fiscal Year (July 1 to June 30). The proposed program must provide a minimum of six (6) months one-on-one or group mentoring services. (Note: The information provided must be consistent with the numbers provided on Appendix D Cost Response Form)
- h. Describe which of the following program areas Offeror’s organizations group or one-on-one youth mentoring engagements will provide:

Academic Success	Health & Wellness	Life Skills	Fitness & Structured Recreation
e.g.: Tutoring Academic Enrichment STEM/STEAM College Access Media Literacy Cyber Safety	e.g.: Healthy Lifestyles Hygiene & Personal Care Mind & Body Pregnancy Prevention Bullying Prevention Substance Abuse Prevention Counseling Cultural Customs & Values	e.g.: Life Skills/Social Skills Leadership Development Character & Citizenship Community Service & Engagement Career Exploration Job Readiness Economic/Financial Literacy	e.g.: Fitness Activities Arts & Crafts Sports Exposure and Skills Development Gross and Fine Motor Skills Activities

- i. Describe the setting(s) in which Offeror's business/organization one-on-one or group youth mentoring services will be provided.
- j. Describe how Offeror's business/organization will provide sufficient facilities, supplies, equipment and materials tailored to a one-on-one or group setting as required in Section IV.A.
- k. Describe how the Procuring Agency funds will enhance and/or expand Offeror's services.
- l. Based on the services sought under this RFP, how many youth does Offeror's business/organization propose to serve monthly on average? Explain how you arrived at this number.
- m. Describe how often Offeror's business/organization will have contact with a mentee's parent or legal guardian, and the manner (phone call, in-person meeting, etc.) of such contact.
- n. Describe how Offeror's business/organization will collect and track the following participation and performance outcome information, as required in Section IV.A?
  - i. Monthly individual youth participation by allowable engagement/activity (attendance/hours)
  - ii. Youth age and description of each youth's risk factor(s)
  - iii. Pre/post measurements designed for each specific program.
  - iv. Academic progress during the time of program participation.
  - v. Reduction in individually identified risk factors and/or an increase in protective factors during the time of program participation.
  - vi. Establishment, maintenance, or improvement in relationships with a positive, caring adult.
  - vii. Improvement in life circumstances in an evaluation survey developed by the service provider or by CYFD for use with participants.

## 2. Organizational Experience

The information contained in this section will facilitate the evaluation of the Offeror's experience to provide the required services. The Offeror **must** respond 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 completing this section of the RFP.) The response to each question/factor **must** begin with a verbatim statement of the question/factor. If the question/factor is not applicable to Offeror's business/organization you **must** respond with N/A, **do not** omit the question/factor.

Offerors **must**:

- a. Explain relevant experience (include the number of years and geographic areas) Offeror's business/organization has providing one-on-one or group mentoring services with youth that are at-risk, and meet one or more of the following criteria:
  - i. Failing one or more subjects in school
  - ii. Low attendance in school
  - iii. Part of the juvenile justice system
  - iv. Demonstrating behavioral or emotional issues

- v. At-risk of child abuse
  - vi. At-risk of substance abuse
  - vii. Come from a single parent, foster home, or in kinship care and are in need of a positive role model
  - viii. Receiving special education services
  - ix. Have disabilities and/or special health needs
  - x. Out of school youth/dropouts
  - xi. Gang-involved youth
  - xii. Pregnant/parenting
  - xiii. Runaway or homeless
  - xiv. Have incarcerated parent(s)
- b. Describe trainings provided to volunteer mentors or paid staff providing direct one-on-one or group youth mentoring services
- i. Are these trainings provided on a monthly, quarterly, yearly basis?
  - ii. Describe how the trainings address the following;
    - a. Program rules;
    - b. Mentor goals and expectations for the mentor/mentee relationship;
    - c. Mentor obligations and appropriate roles;
    - d. Relationship development and maintenance;
    - e. Ethical issues that may arise related to the mentoring relationship;
    - f. Effective closure of the mentoring relationship; and
    - g. Sources of assistance available to support mentors.
    - h. Fundamental youth development approach being used: Positive Youth Development Perspective, the Developmental Assets Framework, Youth Risk and Protective Factors or Grit and Resilience Development.
    - i. Cultural, gender and economic issues; and mentors are provided an understanding of trauma-informed care.
    - j. Opportunities and challenges associated with mentoring specific populations of children (e.g. children of prisoners, youth involved in the juvenile justice system, youth in foster care, high school dropouts), when relevant.
    - k. Procedures to address problem resolution.
  - iii. Describe the steps, to include specific timelines for each step, which will be taken to ensure training requirements are met for each staff/volunteer.
- c. Describe Offeror's business/organization policy and procedures as it relates to Background Checks.
- i. How will the Offeror's business/organization meet the criminal background check requirements set forth in NMAC 8.8.3, for paid staff, volunteers, students/interns, and subcontractors?
  - ii. Describe how the Offeror's business/organization will submit fingerprint cards and the appropriate fee to Procuring Agency Background Check Unit for such employees, volunteers or staff required to have background checks, per NMAC 8.8.3.
- d. Explain relevant experience (include the number of years and geographic areas) Offeror's business/organization has providing individualized one-on-one youth or group mentoring engagements to include, but not limited to:
- i. Academic Success

- ii. Health & Wellness
- iii. Life Skills
- iv. Fitness & Structured Recreation
- e. What is Offeror's experience in tracking youth outcomes related to mentoring services?
  - i. Does Offeror's business/organization currently collect the following information as required in Section IV.A?
    - a. Monthly individual youth participation by allowable engagement/activity (attendance/hours)
    - b. Youth age and description of each youth's risk factor(s)
    - c. Pre/post measurements designed for each specific program.
    - d. Academic progress during the time of program participation.
    - e. Reduction in individually identified risk factors and/or an increase in protective factors during the time of program participation.
    - f. Establishment, maintenance, or improvement in relationships with a positive, caring adult.
    - g. Improvement in life circumstances in an evaluation survey developed by the service provider or by CYFD for use with participants.

### 3. Capacity and Capability

The information contained in this section will facilitate the evaluation of the Offeror's capacity and capability to provide the required services. The Offeror **must** respond 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.) The Offeror **must** provide a brief, yet concise, response to each factor listed below. The Offeror is not to assume or propose the use of State staff to conduct any work pursuant to this RFP, unless specifically stated herein. If the question or information requested is not applicable to Offeror's business/organization, you **must** respond with N/A, **do not** omit the question/factor. The Offeror **must** provide the following information:

- a. Provide Offeror's business/organization Good Standing and Status Certificate issued by the New Mexico Secretary of State.

[http://www.sos.state.nm.us/Business\\_Services/good-standing-and-status-certificate-information-and-fees.aspx](http://www.sos.state.nm.us/Business_Services/good-standing-and-status-certificate-information-and-fees.aspx)

- b. Describe Offeror's organization's mission, goals and objectives.
- c. Describe Offeror's business/organization ability to provide the services requested.
  - i. List the members and the addresses of the Offeror's Board of Directors or body of elected or appointed members, who jointly oversee the activities of the Offeror's business/organization.
  - ii. Provide the following information in detail:
    - a. Names, titles, and job duties for each staff member, managers and supervisors, and administrative staff to perform services sought under this RFP;

- i. Submit copies of current resumes and relevant licenses/certificates for all individuals identified;
    - b. Provide an organizational chart that includes reporting lines of authority; and
    - c. If applicable, explain how volunteer(s), subcontractor(s), or any other person(s) to perform one-on-one youth mentoring services, sought under this RFP, fit within the organizational structure.
  - d. Provide a brief narrative describing Offeror’s business/organization facilities that will be used to provide services sought under this RFP. Include in Offeror’s narrative, if services are to be provided at any site other than the business/organization facilities along with brief description.
  - e. **For Pass Through Entities Planning to Use Subgrantees Only:** The intent of the solicitation is to contract directly with mentoring service providers. Eligible organizations providing direct services to the target population of youth for this procurement are preferred providers. Organizations that intend to “pass through” funding to subgrantees are required to provide a Subrecipient Reporting and Monitoring Plan that addresses:
    - i. Start-up support to be provided onsite and otherwise for individual subgrant organizations:
      - a. How administrative, fiscal and programmatic grant requirements and deliverables will be shared with the appropriate subgrantee officials.
      - b. How subgrantee programmatic and fiscal reporting requirements will be implemented with the Pass through Entity for the Pass through Entity to meet its reporting requirements.
      - c. How Procuring Agency fingerprint requirements will be implemented with subgrantees and the means for monitoring and auditing ongoing compliance.
    - ii. Specific training support for individual subgrant organizations to address RFP training requirements:
      - a. Provide a planned calendar/timeline showing when and how each training required in this RFP (described under Section IV.B.2. Organizational Experience) will be provided and how – (e.g., statewide training of all subgrantees, subgrantee-specific provided by specific training provider) addressing the full training requirements for each subgrantee.
      - b. How training attendance will be collected, maintained and reported to the Procuring Agency by the Pass-Through Entity for each training for each subgrantee.
      - c. How training missed by required subgrantee staff will be addressed.
    - iii. Site monitoring and technical assistance, including technical assistance visits and audits (desk and onsite):
      - a. Timeline/schedule for routine onsite monitoring for each subgrantee, (at least once each two years), and how the onsite monitoring visit will address administrative, fiscal and programmatic requirements of the Mentoring Program.
      - b. Means for providing technical assistance (including onsite) requested by subgrantees of the Pass through Entity.

#### 4. Organizational References

Offerors should provide a minimum of three (3) references from similar projects performed for private, state or large local government clients within the last three years. **Offerors are required to submit APPENDIX F, Organization Reference Questionnaire, to the business references they list. The business references must submit the Reference Form directly to the designee described in Sec I Paragraph D.** It is the Offeror's responsibility to ensure the completed forms are received on or before **3:00 PM March 28, 2019**, for inclusion in the evaluation process.

Organizational References that are not received or are not complete, may adversely affect the vendor's score in the evaluation process. The Evaluation Committee may contact any or all business references for validation of information submitted. If this step is taken, the Procurement Manager and the Evaluation Committee must all be together on a conference call with the submitted reference so that the Procurement Manager and all members of the Evaluation Committee receive the same information. Additionally, the Agency reserves the right to consider any and all information available to it (outside of the Business Reference information required herein), in its evaluation of Offeror responsibility per Section II, Paragraph C.18.

Offerors shall submit the following Business Reference information as part of Offer:

- a. Client name;
- b. Project/Program description;
- c. Project/Program dates (starting and ending);
- d. Staff assigned to reference engagement that will be designated for work per this RFP; and
- e. Client project manager name, telephone number, fax number and e-mail address.

#### C. COST

The Offeror must complete the Cost Form (Appendix D). The rate for Individual or Group mentoring services is set in the Form; the Offeror must provide the number of youth to be served by the number of hours of service per youth, which will calculate to the total project cost. The dollar amount per youth per hour to be used are as follows: \$50 per youth/hour for One-on-One individual mentoring, and \$15 per youth/hour for Group Youth Mentoring.

#### D. MANDATORY SPECIFICATIONS

Offeror's **must** reply to each mandatory specification. Failure to respond to each mandatory specification **will** result in disqualification.

##### 1. **Letter of Transmittal Form**

The Offeror's proposal **must** be accompanied by the Letter of Transmittal Form located in APPENDIX E. The form **must** be completed and must be signed by the person authorized to obligate the company.

##### 2. **Campaign Contribution Disclosure Form**

The Offeror must complete an unaltered Campaign Contribution Disclosure Form and submit a signed copy with the Offeror's proposal. This must be accomplished whether or not an applicable contribution has been made. (See APPENDIX B)



**3. Pay Equity Reporting**

Offeror **must** comply with the requirements of reporting as defined in Section II, Paragraph C. A signed Statement of Concurrence **must be submitted with Offeror's proposal.**

**4. Statement of Confidentiality**

Offeror **must** complete and sign the Statement of Confidentiality Form located at APPENDIX G. This signed unaltered form **must be submitted with Offeror's proposal** The Offeror **must** agree with the terms and submit a signed Statement of Confidentiality Form with the submittal of their proposal. (See APPENDIX G)

**5. In-Kind Contributions and Donations**

Offeror **must** complete and sign the In-Kind Contributions and Donations Form located at APPENDIX H. This signed unaltered form **must be submitted with Offeror's proposal.**

**6. Administrative and Fiscal Standards**

Offeror **must** complete and sign the Administrative and Fiscal Standards located at APPENDIX I. This signed unaltered form **must be submitted with Offeror's proposal.**

**7. Suspension and Debarment Form**

Offeror **must** complete and sign the Suspension and Debarment Form located at APPENDIX J. This signed unaltered form **must be submitted with Offeror's proposal.**

**8. New Mexico Employees Health Coverage Form**

Offeror **must** complete and sign the New Mexico Employees Health Coverage Form located at APPENDIX K. This signed unaltered form **must be submitted with Offeror's proposal** The Offeror **must** agree with the terms and submit a signed New Mexico Employees Health Coverage Form with the submittal of their proposal. (See APPENDIX K)

**9. Resident Business or Resident Veterans Preference**

To be awarded either the Resident Business Preference points or the Resident Veterans Business Preference points and to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors **must** include a copy of its preference certificate from the New Mexico Taxation and Revenue Department and submit with their proposal.

## V. EVALUATION

### A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors with point values assigned to each. These weighted factors will be used in the evaluation of individual potential Offeror proposals by sub-category.

<b>Factors</b>	<b>Points Available</b>
<b>B. Technical Specifications</b>	
B. 1. Program Description	<b>400 Points</b>
B. 2. Organizational Experience	<b>275 Points</b>
B. 3. Capacity and Capability	<b>275 Points</b>
B. 4. Organizational References	<b>50 Points</b>
<b>C. Cost</b>	Pass/Fail
<b>D. Mandatory Specifications</b>	
D.1. Letter Of Transmittal	Pass/Fail
D.2. Campaign Contribution Disclosure Form	Pass/Fail
D.3. Pay Equity Reporting	Pass/Fail
D.4. Statement of Confidentiality	Pass/Fail
D.5. In-Kind Contributions and Donations	Pass/Fail
D.6. Administrative and Fiscal Standards	Pass/Fail
D.7. Suspension and Debarment Form	Pass/Fail
D.8. New Mexico Employees Health Coverage Form	Pass/Fail
<b>TOTAL</b>	<b>1,000 points</b>
D.9. New Mexico Preference - Resident Vendor Points per Section II.C.33	
D.9. New Mexico Preference - Resident Veterans Points per Section II.C.33	

Table 1: Evaluation Point Summary

### B. EVALUATION FACTORS

#### 1. B.1 Program Description (See Table 1)

Points will be awarded based on the thoroughness and clarity of Offeror's detailed response to each question. The Evaluation Committee will weigh the extent and relevancy of Offeror's response, and the extent of services Offeror provides.

#### 2. B.2 Organizational Experience (See Table 1)

Points will be awarded based on the depth and breadth of Offeror's applicable experience; the extent of Offeror's services and commitment to providing one-on-one

youth mentoring. The Evaluation Committee will weigh the relevancy, thoroughness and clarity of Offeror's abilities and response.

**3. B.3 Capacity and Capability (See Table 1)**

Points will be based on the extent and applicability of Offerors well thought-out and detailed response. The Evaluation committee will weigh the relevance and extent of Offeror's personnel and facilities.

**4. B.4 Organizational References (See Table 1)**

Points will be awarded based upon an evaluation of the responses to a series of questions as per Appendix F. Points will be awarded for each individual response up to 1/3 of the total points for this category. Lack of a response will be awarded zero (0) points.

**5. C.1 Cost (See Table 1)**

Pass/Fail only. No points assigned.

**6. D.1 Letter of Transmittal (See Table 1)**

Pass/Fail only. No points assigned.

**7. D.2 Campaign Contribution Disclosure Form (See Table 1)**

Pass/Fail only. No points assigned.

**8. D.3 Pay Equity Reporting (See Table 1)**

Pass/Fail only. No points assigned.

**9. D.4 Statement of Confidentiality (See Table 1)**

Pass/Fail only. No points assigned.

**10. D.5 In-Kind Contributions and Donations (See Table 1)**

Pass/Fail only. No points assigned.

**11. D.6 Administrative Fiscal Standards (See Table 1)**

Pass/Fail only. No points assigned.

**12. D.7 Suspension and Debarment Form (See Table 1)**

Pass/Fail only. No points assigned.

**13. D.8 New Mexico Employees Health Coverage Form (See Table 1)**

Pass/Fail only. No points assigned.

**14. D.9 New Mexico Preferences**

Percentages will be determined based upon the point based system outlined in NMSA 1978, § 13-1-21 (as amended).

**A. New Mexico Business Preference**

If the Offeror has provided a copy of their Preference Certificate the Preference

Points for a New Mexico Business is 5%.

**B. New Mexico Resident Veterans Business Preference**

If the Offeror has provided a copy of their Preference Certificate the Preference Point is 10%.

**C. EVALUATION PROCESS**

1. All Offeror proposals will be reviewed for compliance with the requirements and specifications stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II. B.7.
3. The Evaluation Committee may use other sources of to perform the evaluation as specified in Section II. C.18.
4. Responsive proposals will be evaluated on the factors in Section IV, which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalist Offerors, based upon the proposals submitted. The responsible Offerors whose proposals are most advantageous to the State taking into consideration the evaluation factors in Section IV will be recommended for award (as specified in Section II. B.8). Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

## **APPENDIX A**

### **ACKNOWLEDGEMENT OF RECEIPT FORM**

**APPENDIX A  
REQUEST FOR PROPOSAL**

**Youth Mentoring Services  
RFP# 90-690-19-15989**

**ACKNOWLEDGEMENT OF RECEIPT FORM**

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that s/he has received a complete copy, beginning with the title page and table of contents, and ending with APPENDIX K.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than **3:00 PM MST/MDT on March 28, 2019**. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

FIRM: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposal.

Michelle Taylor, Procurement Manager  
Youth Mentoring Services  
90-690-19-15989  
1120 Paseo de Peralta  
PERA Building, Room 101  
Santa Fe, NM 87501  
E-mail: [asd.procurement@state.nm.us](mailto:asd.procurement@state.nm.us)

## **APPENDIX B**

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

## **Campaign Contribution Disclosure Form**

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

**THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.



“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

**DISCLOSURE OF CONTRIBUTIONS:**

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

**APPENDIX C**  
**SAMPLE CONTRACT**

STATE OF NEW MEXICO

**CHILDREN, YOUTH AND FAMILIES DEPARTMENT**  
**Youth Mentoring Services**

PROFESSIONAL SERVICES CONTRACT # \_\_\_\_\_

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **CHILDREN, YOUTH AND FAMILIES DEPARTMENT**, hereinafter referred to as the “Agency,” and **NAME OF CONTRACTOR** \_\_\_\_\_, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Department of Finance and Administration (DFA).

IT IS AGREED BETWEEN THE PARTIES:

**1. Scope of Work.**

Contractor shall perform the work outlined in the **Scope of Work - Attachment 1**.

**2. Compensation.**

A. The Agency shall pay to the Contractor for services satisfactorily performed **as outlined in the budget which is made part of this Agreement as Attachment 2 – Budget**. The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed **[write out amount in words]** (\$AMOUNT). This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the Agency when the services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided.

B. Payment is subject to availability of funds pursuant to the Appropriations Paragraph set forth below and to any negotiations between the parties from year to year pursuant to Paragraph 1, Scope of Work, and to approval by the DFA. All invoices **MUST BE** received by the Agency no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID**.

C. Contractor must submit a detailed statement accounting for all services performed and expenses incurred. If the Agency finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, it shall provide the Contractor a letter of exception explaining the defect or objection to the services, and outlining steps the Contractor may take to provide remedial action. Upon certification by the

Agency that the services have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the agency shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

**3. Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE DFA. This Agreement shall terminate on **TERM DATE** unless terminated pursuant to paragraph 4 (Termination), or paragraph 5 (Appropriations). In accordance with NMSA 1978, § 13-1-150, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in NMSA 1978, § 13-1-150.

**4. Termination.**

A. Grounds. The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Paragraph (4)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Paragraph 5, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the agency as soon as practicable.

**5. Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor.**

The Contractor and its agents and employees are independent contractors performing professional services for the Agency and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**7. Assignment.**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

**8. Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval by the Agency Cabinet Secretary or Designee. No such subcontract shall relieve the primary Contractor from any obligations and liabilities under this Agreement, nor shall subcontract obligate direct payment from the Agency. Contractor must notify subcontractors that they are subject to Paragraph 19, Records and Financial Audit of this agreement.

**9. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the Agency, its officers and employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

**10. Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.

**11. Product of Service -- Copyright.**

All materials developed or acquired by the Contractor under this Agreement shall become the property of the State of New Mexico and shall be delivered to the Agency no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

**12. Conflict of Interest; Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with, all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in any way limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

1) in accordance with NMSA 1978, § 10-16-4.3, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any Agency employee while such employee was or is employed by the Agency and participating directly or indirectly in the Agency's contracting process;

2) this Agreement complies with NMSA 1978, § 10-16-7(A) because (i) the Contractor is not a public officer or employee of the State; (ii) the Contractor is not a member of the family of a public officer or employee of the State; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the State, a member of the family of a public officer or employee of the State, or a business in which a public officer or employee of the State or the family of a public officer or employee of the State has a substantial interest, public notice was given as required by NMSA 1978, § 10-16-7(A) and this Agreement was awarded pursuant to a competitive process;

3) in accordance with NMSA 1978, § 10-16-8(A), (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the State within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the State whose official act, while in State employment, directly resulted in the Agency's making this Agreement;

4) this Agreement complies with NMSA 1978, § 10-16-9(A) because (i) the Contractor is not a legislator; (ii) the Contractor is not a member of a legislator's family; (iii) the Contractor is not a business in which a legislator or a legislator's family has a substantial interest; or (iv) if the Contractor is a legislator, a member of a legislator's family, or a business in which a legislator or a legislator's family has a substantial interest, disclosure has been made as required by NMSA 1978, § 10-16-7(A), this Agreement is not a sole source or small purchase contract, and this Agreement was awarded in accordance with the provisions of the Procurement Code;

5) in accordance with NMSA 1978, § 10-16-13, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

6) in accordance with NMSA 1978, § 10-16-3 and § 10-16-13.3, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the Agency.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the Agency relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the Agency if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency and notwithstanding anything in the Agreement to the contrary, the Agency may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

### **13. Amendment.**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

### **14. Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Penalties for violation of law.**

The Procurement Code, NMSA 1978 §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**16. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**17. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1 (G). By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**18. Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

**19. Records and Financial Audit.**

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the Department of Finance and Administration and the State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments. The Contractor agrees to comply with the requirements and regulations set forth in Attachment 3 - CYFD Administrative and Fiscal Standards, unless the Contractor effectively demonstrates in writing, with written approval from CYFD, that any specific Standard is inapplicable to such Contractor.

**20. Indemnification.**

The Contractor shall defend, indemnify and hold harmless the Agency and the State of New Mexico from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its



officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the Agency and the Risk Management Division of the New Mexico General Services Department by certified mail.

**21. New Mexico Employees Health Coverage.**

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <http://insurenemexico.state.nm.us/>.

**22. Employee Pay Equity Reporting.**

Contractor agrees if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. If contractor has (250) or more employees contractor must complete and submit the PE250 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, contractor also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual contract anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter. Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting,

contractor will submit the required report, for each such subcontractor, within ninety (90 days) of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor requirement applies even though contractor itself may not meet the size requirement for reporting and be required to report itself.

Notwithstanding the foregoing, if this Contract was procured pursuant to a solicitation, and if Contractor has already submitted the required report accompanying their response to such solicitation, the report does not need to be re-submitted with this Agreement.

**23. Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**24. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**25. Notices.**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Agency:  
State of New Mexico  
Children, Youth and Families Department  
ASD – Contract Development Unit  
PERA Building, Room 101  
1120 Paseo De Peralta  
Santa Fe, NM 87501

To the Contractor:  
[CONTRACTOR INFORMATION].

**26. Authority.**

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

**27. Background Checks.**

Agency contractors that have or could have primary custody of children for at least twenty hours per week are 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. Additionally, all Information Technology (IT) contractors are required to have a background check. 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. Agency Background Check Unit will conduct nationwide, state and abuse and neglect background checks on required employees, staff or volunteers in accordance with 8.8.3 NMAC standards. An Agency eligibility letter must be in the Contractor employee's, staff member's, or volunteer's personnel file prior to that individual having any unsupervised direct contact or unsupervised potential access to clients.

**28. Health Insurance Portability and Accountability Act of 1996.**

The Contractor agrees to comply with the Health Insurance Portability and Accountability Act of 1996, and the terms in **Attachment 4, Business Associate Agreement**, which is attached and incorporated by reference.

**29. Suspension and Debarment Form**

The Contractor agrees to comply with the guidelines set forth in the Suspension and Debarment Form in **Attachment 5, Suspension and Debarment Form**.

**30. Federal Award Identification**

Federal award information provided to Contractor based on Uniform Grant Guidance requirements, Title 2 Subtitle A Chapter 2 Part 200 Subpart D Section 200.331. This information relates to sub-recipients of Federal award at the time of award in **Attachment 6, Federal Award Identification form**.

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the DFA Contracts Review Bureau below.**

By: \_\_\_\_\_  
Agency

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Agency's Legal Counsel – Certifying legal sufficiency

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Agency's Chief Financial Officer

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_

The records of the Taxation and Revenue Department reflect that the Contractor is registered with the Taxation and Revenue Department of the State of New Mexico to pay gross receipts and compensating taxes.

ID Number: **00-000000-00-0**

By: \_\_\_\_\_  
Taxation and Revenue Department

Date: \_\_\_\_\_

This Agreement has been approved by the DFA Contracts Review Bureau:

By: \_\_\_\_\_  
DFA Contracts Review Bureau

Date: \_\_\_\_\_

**Attachment 1 – Scope of Work**  
**CONTRACTOR NAME**

**e-SCOPE INSERTED HERE**

PullTogether Language to be Added at the end of Contractor's SOW for FY 19 contracts where Contractor provides direct services to children or families.

1. If Contractor's information is on PULLTOGETHER.org, Contractor is responsible for ensuring that their contact information is current on the website. Updated information may be sent to [info@pulltogether.org](mailto:info@pulltogether.org).
2. If Contractor's information is not on PULLTOGETHER.org and they would like to request that their information be on the website, please send a request to [info@pulltogether.org](mailto:info@pulltogether.org).
3. If printed materials or printed items are purchased utilizing funds under this contract, those items will be on a PullTogether template or have the PullTogether logo. To obtain the template or logo please email [info@pulltogether.org](mailto:info@pulltogether.org).
4. Contractor is responsible for reaching out to three other non-profits or organizations in their area that serve child and families to discuss how to better collaborate and deliver services in a coordinated manner. A list of non-profits or organizations may be found on PULLTOGETHER.org.

**Attachment 2 – Budget**  
**CONTRACTOR NAME**

e-BUDGET INSERTED HERE

**FUNDING INFORMATION:**

Attachment 3

CHILDREN, YOUTH AND FAMILIES DEPARTMENT'S

ADMINISTRATIVE

AND

FISCAL STANDARDS

For Sole Proprietors,

For Non-Profit Organizations,

Local Bodies of Government,

And

For-Profit Incorporated Entities

*Revised February 16, 2017*

***Note: All contractors and subcontractors are required to adhere to all local, state and federal regulations as applicable to their operations. All contractors are required to follow audit and reporting requirements set forth in this document. In the event of a contradiction between these standards and contract requirements the contract agreement supersedes the Administrative and Fiscal Standards.***

## **ADMINISTRATIVE STANDARDS**

### **For Non-Profit Organizations (with the exception of New Mexico higher education institutions, executive, judicial, and legislative branches of state government)**

1. The Board shall ensure that the Non-Profit Organization has current articles of incorporation that meet all of the legal requirements of the governmental jurisdiction in which the contractor is located.
2. The Board shall ensure that the Non-Profit Organization has current by-laws that are filed with the appropriate local, state, federal body or higher education institutions. At a minimum, the Non-Profit Organization's by-laws should include:
  - a. Membership (types, qualification, rights, duties);
  - b. Size of Board of Directors;
  - c. Method of selection and removal;
  - d. Duties and responsibilities of officers;
  - e. Committees;
  - f. Quorums;
  - g. Recording of minutes;
  - h. Method for amending by-laws.
3. The Board shall ensure that the Non-Profit Organization complies with applicable legal requirements and regulations of all governmental and legally authorized agencies under whose authorities it operates. These include, but are not limited to those regarding equal employment opportunity, workers compensation, unemployment insurance, affirmative action, safety, licensing, etc.
4. Board members shall be residents of the area served by the organization and representative of the social, economic, linguistic, ethnic, and racial target population. The Non-Profit Organization shall not employ a person related to a Board member by consanguinity or affinity within the third degree. This includes, but is not limited to, spouse, mother, father, brother, sister, grandparents, aunt, uncle, niece, nephew, first cousins, mother-in-law, father-in-law, brother-in-law or sister-in-law.
5. A permanent record shall be kept of all meetings of the Board. Minutes of the meetings of the Non-Profit Organization's Board are required in order to accurately record the decisions made and actions taken. These minutes shall include, but not be limited to, meeting date, names of members attending, topic discussed, decisions reached, actions taken, and attachment of any documents referenced. Board minutes shall be signed and approved by an officer of the Board.



## **For All Contractors**

### **Personnel**

1. The Contractor shall have a current and dated organization chart that accurately reflects the staff structure of authority, responsibility and accountability within the organization. The organizational chart must illustrate the relationship of each position or department to all other positions or departments within the organization.
2. The Contractor shall have written personnel policies and procedures. All policies and procedures shall be reviewed annually, and any changes, additions, deletions, etc., shall be dated. Procedures must be in place that allows employees to provide input into changes in agency and personnel policies and procedures.
3. The Contractor shall maintain current, written job descriptions and job qualifications for all positions (staff, consultants and direct service volunteers) within the Contractor entity. Each job description shall include, at a minimum:
  - a. Job title;
  - b. Salary range;
  - c. Duties;
  - d. Responsibilities of the positions;
  - e. Required minimum experience;
  - f. Required minimum training;
  - g. Required minimum education.
4. The Contractor shall maintain a current, accurate and confidential personnel record for each paid and direct service volunteer or employee. A personnel record on each volunteer or employee shall contain, at a minimum;
  - a. Job description;
  - b. Initial application/resume;
  - c. Documentation of reference letters;
  - d. Result of employment investigation;
  - e. Background checks;
    1. Agency contractors that have or could 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 children. Additionally, all Information Technology (IT) contractors are required to have a background check. The Contractor must submit to Agency Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required having background checks. Agency Background Check Unit will conduct nationwide, state and abuse and neglect background checks on required staff or volunteers in accordance with NMAC 8.8.3 standards. An Agency eligibility letter must be in the employee, volunteer or staff member's personnel file prior to that individual having any unsupervised direct contact

or unsupervised potential access to children.

- f. Education/experience required;
- g. Wage and salary information;
- h. Job performance evaluation;
- i. Documentation/verification of all previous and ongoing training (including all component specific training and education);
- j. Incident reports;
- k. Commendations or disciplinary actions (if any).

This information must be reliable, accurate and current. All employee and volunteer records must be kept in a locked file to ensure confidentiality.

5. The Contractor shall be headed by a director. The director shall be responsible for the daily operation of the Contractor through decision-making, authorization of expenditures, and the implementation of policies and procedures.

### Physical Facilities

The physical facilities must meet all licensing requirements per classification and should be located, constructed, equipped and operated to promote the efficient and effective conduct of the Contractor's programs, to protect the health and safety of the persons serviced and the staff to promote the integration of those served into the community, to be accessible to persons served, staff and the community, meet the American's with Disabilities Act (ADA) and the Drug-Free Workplace Act of 1988.

## **FISCAL STANDARDS**

### **For All Contractors**

#### Compliance

1. The Contractor shall comply with all federal and state statutes, rules and regulations. Cost principles, administrative requirements and audit requirements, applicable to federal grants shall apply to state funds as referenced in the section Source Sheet of the CYFD Administrative and Fiscal Standards.
2. The Contractor shall comply with all aspects of the provision of the contract, including all insurance, bonding and audit and financial reporting requirements.
3. The Contractor (non-federal entities and applicants) must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
4. The Contractor (non-federal entities and applicants) shall maintain a code of conduct policy that includes annual review and disclosure of any employee, board member or subcontractor (e.g., consultants or independent contractors) that may have a **conflict of**

**interest** or **conviction of a misdemeanor or felony**, had a judgment withheld or deferred, or are currently charged with committing a misdemeanor or felony.

### Insurance

1. The Contractor, (with the exception of New Mexico higher education institutions, **executive, judicial, and legislative branches of state government**) shall obtain and maintain at all times during the term of this contract an Employee Dishonesty Policy covering the activities of the contractor in the amount of no less than 25% of the total (cumulative) dollar amount of the current Agency contract(s).
2. The Contractor shall obtain and maintain at all times during the term of this contract a general and professional liability insurance policy issued by an insurance company licensed to do business in the State of New Mexico. The policy shall include liability insurance coverage provided in the amount of at least \$100,000 for damage to or destruction of property arising out of a single occurrence; \$300,000 to any person for any number of claims arising out of a single occurrence for all damages other than property damage; or \$500,000 for all claims arising out of a single occurrence. The policy shall be secured by the Contractor within thirty (30) days of the effective date of the current contract.
3. The Contractor, (with the exception of New Mexico higher education institutions **executive, judicial, and legislative branches of state government**) if insured by General Services Department's Risk Management Division, shall secure and maintain sufficient fire and extended hazard insurance on all property in the custody of the Contractor, which is furnished or owned by the Agency or in which the Agency has a financial interest, within thirty (30) days of the effective date of the current agreement. Sufficient insurance, for the purposes of this paragraph, means enough to cover the Agency's loss, if any to such property, in the event of fire or other hazard.
4. The Contractor, (with the exception of New Mexico higher education institutions **executive, judicial, and legislative branches of state government**) if insured by General Services Department's Risk Management Division, shall name Children, Youth and Families Department as an "Additional Insured" with the insurance carrier of the Contractor's liability insurance. A copy of the Contractor's "Certificate of Liability Insurance" proving compliance with all the above insurance requirements must be available upon request.

### Fiscal Books of Records

The Contractor must maintain the following books of record:

1. Chart of Accounts
2. General Ledger
3. Cash Receipts and Cash Disbursements Journals

4. General Journal of adjusting entries, correcting entries, accrual entries, and cost allocation entries if not provided for in cash journals.
5. Subsidiary ledgers, if applicable to the organization.
6. Any Capital Outlay Inventory purchased with Agency funding includes at a minimum:
  - a. Description of property;
  - b. Serial number or other ID number;
  - c. Date of purchase;
  - d. Acquisition cost by funding source(s);
  - e. Location and use of property;
  - f. Disposition data including date and price, if any.
7. Payroll journals and employee earnings records.
8. Fiscal Policy and Procedures that must include:
  - a. Handling of cash/checks;
  - b. Handling of voided checks;
  - c. Authorized check signatures;
  - d. Bank reconciliations;
  - e. Separation of duties;
  - f. Accounting system;
  - g. Travel, if included in the services, will adhere to Per Diem and Mileage Act Sections 10-8-1 to 10-8-8 NMSA 1978, regulations governing the per diem and mileage Act, and 2.42.2.11 NMAC, mileage –private conveyance, effective June 19, 2009.)
  - h. Cost allocation method;
  - i. Accounting policies for donations.
  - j. Conflict of Interest Policy

### Reports

1. The Contractor shall complete in full the State and Federal payroll tax forms in accordance with required time period and shall insure payroll taxes are paid within the required time frame.
2. The Contractor shall complete in full and submit the required forms of the New Mexico State Department of Labor.
3. The Contractor shall submit timely program and financial reports to the funding agencies as specified in the contracts.

## Retention of Records

The following are the requirements for the retention of financial records:

1. The Contractor shall maintain for three (3) years, (in addition to current year records) detailed accounting and billing records which indicate the date, time, and nature of services rendered, records relating to contract services, and all operating financial documentation which shall be subject to inspection by the Agency and if applicable, the New Mexico State Auditor or their designee.
2. The Agency shall have a right to audit billings and related documents both before and after payment. Payments made under a contract between the Contractor and the Agency shall not foreclose the right of the Agency to recover excessive, illegal payments, and/or payments which are not in accordance with the contract.
3. The Contractor shall maintain the funds from the Agency contract **separately** in accurate financial records, books, files, and reports in accordance with generally accepted accounting principles, state and federal laws and regulation, and the requirements of the Agency as described in this Administrative and Fiscal Standards Guidance.
4. The financial management systems established by the Contractor shall ensure it provides fiscal and budgetary controls as well as sound accounting procedures. A Schedule of Revenues & Expenditures Budget to Actual Comparison for each contract must be prepared and submitted to the Agency at the same time as the annual financial audit or financial statement. The Schedule must include the approved original budget for the fiscal year, revised budget, actual revenue and expenditures and a variance column.

## Audits

**NOTE: Audit and financial reporting requirements are applicable to all contractors and subcontractors of the Children, Youth and Families Department.**

1. Sole proprietor contractors receiving Agency funds under \$100,000.00 must submit to the Agency the Internal Revenue Services (IRS) Schedule C Profit or Loss From Business (Sole Proprietorship) and provide the State of New Mexico Taxation and Revenue Department Combined Report System (CRS-1) Form. Sole Proprietor billings are subject to review by the Agency contract and program site reviewers and must be available upon request. A Sole Proprietorship is a type of business entity that is owned and run by one individual and in which there is no legal distinction between the owner and the business.
2. Audits for a contractor receiving under \$250,000.00 per year in cumulative Agency funds (a total of all Agency contracts awarded to the contractor within a fiscal year) whose Board has elected to not conduct an audit must comply with the following:
  - a) The contractor shall prepare financial statements that include a Revenue and Expenditure – Budget to Actual Comparison, Balance Sheet or Statement of Net Position and Income Statement or Statement of Activities. The contractor shall disclose the method of accounting used (cash or accrual) to prepare such statements.

The Revenues and Expenditures – Budget to Actual Comparison statement must include the original budget for the fiscal year as approved by the Board, revised budget, actual revenue and expenditures and variance column. A cash disbursement and cash receipt journal cannot take the place of the Balance Sheet and Income Statement. These financial statements shall be submitted to the Agency's Contract Audit Unit within three (3) months of the contractor's fiscal year end.

- b) This section (Section 2) does not apply to sole proprietor contracts covered under Audits section 1.
3. Audits for a contractor receiving \$250,000.00 to \$500,000.00 per year in cumulative Agency funds (a total of all Agency contracts awarded to the contractor with in a fiscal year) whose Board has elected to not conduct an audit must comply with the following:
- a) The contractor shall have an Independent Auditor's Report of Agreed-Upon Procedures (AUP) to ensure compliance with contract requirements in accordance established by the American Institute of Certified Public Accountants. The AUP report shall be submitted to the Agency's Contract Audit Unit within nine (9) months of the contractor's fiscal year end.
  - b) The contractor shall ensure that the selected accounting firm performing the AUP report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two-year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
4. Audits for a contractor receiving \$500,000.00 or greater per year in cumulative Agency funds must disclose how much funding is being received from governmental funds (a total of all Agency contracts awarded to the contractor with in a fiscal year):
- a) The contractor shall have an Independent Audit Report that conforms to the General Accounting Standards (Yellow Book) as recommended by GAO. This Independent Audit Report shall be submitted to the Agency's Contract Audit Unit within nine (9) months of the contractor's fiscal year end. The contractor must also submit a copy of any Management Letter Comments issued by the Independent Auditor in a separate report.
  - b) The contractor shall ensure that the auditor or auditing firm performing the audit report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government

Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).

5. A contractor receiving over \$750,000.00 per year in cumulative Federal funds must disclose in their financial audit report how much funding is being received from governmental funds (a total of all funds awarded to the contractor within a fiscal year) must adhere to the “uniform guidance for federal awards” (Uniform Guidance). The standards set forth in Title 2 Grants and Agreements Subtitle A Chapter II Part 200 Subpart F- Audit Requirements. For one full fiscal year after the effective date of the uniform guidance, non-federal entities must comply with the terms and conditions of their federal award, which will specify whether the uniform guidance applies. The contractor must have available upon request a copy of any Management Letter Comments issued by the Independent Auditor in a separate report.
  - a) The audited financial statements shall be submitted to the Agency’s Contract Audit Unit within nine (9) months of their fiscal year end. The contractor must also have available upon request the Management Letter Comments issued by the Independent Auditor in a separate report.
  - b) The contractor shall ensure that the auditor or auditing firm performing the audit report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two-year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
6. Financial Statements, Independent Auditor’s Report of Agreed-Upon Procedures (AUP), and Audits must be mailed to:

Children, Youth and Families Department  
Administrative Services Division  
Contract Audit Unit  
P.O. Box 5160  
Santa Fe, NM 87502

## SOURCE SHEET

### ADMINISTRATIVE REQUIREMENTS

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

State of New Mexico Manual of Model Accounting Practices (MAP's) issued by the New Mexico Department of Finance and Administration-Financial Control Division

<http://www.nmdfa.state.nm.us/Manuals.aspx>

The State of New Mexico State Auditor, State Audit Rule

[http://www.saonm.org/state\\_auditor\\_rule](http://www.saonm.org/state_auditor_rule)

### COST PRINCIPLES

Title 2 CFR, Chapter 1, Part 170, Reporting Sub-award and Executive Compensation Information.

Title 2 Grants and -Agreements Subtitle A Chapter II Part 200,

- Subpart A – Acronyms and Definitions
- Subpart B- General Provisions
- Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards
- Subpart D- Post Federal Award Requirements
- Subpart E- Cost Principles
- Subpart F – Audit Requirements

FASB and AICPA Statements and Professional Pronouncements.

### AUDITS

U.S. General Accounting Office, Government Auditing Standards, (The Yellow Book, current revision).

FASB and AICPA Statements and Professional Pronouncements.



#### **Attachment 4 – Business Associate Agreement**

This is a business associate agreement in compliance with 45 CFR Section 160.504(e)(2) of the HIPAA privacy rule. Contractor understands that it may be considered a business associate of the Agency under the HIPAA Privacy and Security Rules. Accordingly, the parties agree:

- The disclosures the Agency will make to Contractor of any information that identifies an individual and includes information about the individual's health (protected health information), whether in electronic or physical form, shall be limited to the minimum reasonably necessary for Contractor's delivery of services described in the Scope of Work to which the parties have agreed to in the Contract.
- Any disclosures by Contractor of any individual's protected health information inconsistent with this agreement are strictly prohibited and shall be cause for termination of the Contract. Contractor shall take all reasonable steps to avoid such disclosures, including but not limited to implementation of all practical administrative, physical and technical safeguards.
- After the expiration of this Contract, whether because a party has cancelled it, it is fully executed or for any other cause, Contractor shall return all documents containing any individual's protected health information to the Agency. Contractor also agrees that it shall take reasonable affirmative precautions to avoid any unauthorized disclosures of protected health information to third parties.
- Contractor understands that it is responsible for reporting unauthorized disclosures, including but not limited to electronic security violations, to the Agency's privacy office or the federal Office of Civil Rights. Contractor also understands it is responsible for reporting any other disclosure for purposes other than treatment, payment or operations to the Agency's privacy office.
- Contractor agrees to bind their agents and subcontractors to the terms of this agreement.
- Contractor understands an individual has the right to inspect and request changes to the protected health information the parties use or create and that an appropriate privacy officer and/or the federal Office of Civil Rights has the authority to inspect the parties' procedures for management of the individual's protected health information.

## Attachment 5

### Children, Youth and Families Department

#### Suspension and Debarment Form

- A. Consistent with either 7 C.F.R. Part 3017, 2 C.F.R. 108 or 45 C.F.R. Part 76, as applicable, and as a separate and independent requirement of this contract with the Children, Youth and Families Department (CYFD), known throughout this contract as “Agency”, the Contractor certifies by signing this form, that it and its principals, to the best of its knowledge and belief: (1) are not debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency; (2) have not, within a three-year period preceding the effective date of this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; (3) have not been indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the offenses enumerated above in this Paragraph A; (4) have not, within a three-year period preceding the effective date of this contract, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and (5) have not been excluded from participation from Medicare, Medicaid or other federal health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a-7.
- B. The Contractor’s certification in Paragraph A, above, is a material representation of fact upon which the Agency relied when this contract was entered into by the parties. The Contractor’s certification in Paragraph A, above, shall be a continuing term or condition of this contract. As such at all times during the performance of this contract, the Contractor must be capable of making the certification required in Paragraph A, above, as if on the date of making such new certification the Contractor was then executing this contract for the first time. Accordingly, the following requirements shall be read so as to apply to the original certification of the Contractor in Paragraph A, above, or to any new certification the Contractor is required to be capable of making as stated in the preceding sentence:
- (1) The Contractor shall provide immediate written notice to the Agency’s Program Manager if, at any time during the term of this contract, the Contractor learns that its certification in Paragraph A, above, was erroneous on the effective date of this contract or has become erroneous by reason of new or changed circumstances.
  - (2) If it is later determined that the Contractor’s certification in Paragraph A, above, was erroneous on the effective date of this contract or has become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency, the Agency may terminate the contract.

C. As required by statute, regulation or requirement of this contract, and as contained in Paragraph A, above, the Contractor shall require each proposed first-tier subcontractor whose subcontract will equal or exceed \$25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by any Federal department or agency. The Contractor shall make such disclosures available to the Agency when it requests subcontractor approval from the Agency. If the subcontractor, or its principals, is debarred, suspended, or proposed for debarment by any Federal, state or local department or agency, the Agency may refuse to approve the use of the subcontractor.

By: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_

**Attachment 6**

**Children, Youth and Families Department**

**Federal Award Identification**

As required by UGG Title 2: Grants and Agreements Subpart D §200.331 the following information is being provided:

- (i) Sub-recipient name:
- (ii) Sub-recipient's Data Universal Numbering System (DUNS) unique number:
- (iii) Federal Award Identification Number (FAIN):
- (iv) Federal Award Date (§200.39):
- (v) Sub-award Period of Performance Start and End Date:
- (vi) Amount of Federal Funds Obligated by this action:
- (vii) Total Amount of Federal Funds Obligated to the sub-recipient:
- (viii) Total Amount of the Federal Award committed to the sub-recipient by the pass-through entity:
- (ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):
- (x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:
- (xi) Catalog of Federal Domestic Assistance (CFDA):
- (xii) Identification of whether the award is Research and Development (R&D):  Yes  No
- (xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs):
- (xiv) Requirements imposed by pass-through entity specific to Federal award requirements:

## APPENDIX D

### COST RESPONSE FORM

Offeror’s fixed, firm, fully loaded total project cost to carry out the proposed one-on-one or group youth mentoring program. The rate for Individual or Group mentoring services is set in this Form; the Offeror must provide the number of youth to be served by the number of hours of service per youth, which will calculate to the total project cost. The dollar amount per youth per hour to be used are as follows: \$50 per youth/hour for One-on-One individual mentoring, and \$15 per youth/hour for Group Youth Mentoring.

Offerors wishing to propose services to provide face-to-face mentoring services for troubled or at-risk youth in a One-on-One (individual) setting shall submit only one proposal in **BLACK** Binders.

Offerors wishing to propose services to provide face-to-face mentoring services for troubled or at-risk youth in a group setting shall submit only one proposal in **BLUE** Binders.

#### Cost Estimate | Budget Request

One-on-One Youth Mentoring		Group Youth Mentoring	
A.	Numbers of Average Hours Planned for Each One-on-One Mentoring Youth Served per Month	A.	Numbers of Average Hours Planned for Each Group Mentoring Youth Served per Month
B.	Number of Months One-on-One Mentoring Program will Operate	B.	Number of Months Group Mentoring Program will Operate
C.	Number of One-on-One Mentoring Youth Served per Month	C.	Number of Group Mentoring Youth Served per Month
D.	Set Hourly Rate for Each One-on-One Mentoring Program Hour	D.	Set Hourly Rate for Each Group Mentoring Program Hour
	\$50.00		\$15.00
E.	<b>Total Estimated One-on-One Mentoring Program Cost   Budget Request</b>	E.	<b>Total Estimated Group Mentoring Program Cost   Budget Request</b>
	\$		\$
<i>Note: A. and B. above are both considered performance measures for the application. Average number of hours per month must be above the RFP minimum of 4 hours per youth; and the number of months must be at least a minimum of 6 month.</i>		<i>Note: A. and B. above are both considered performance measures for the application. Average number of hours per month must be above the RFP minimum of 4 hours per youth; and the number of months must be at least a minimum of 6 month.</i>	

**APPENDIX E**

**LETTER OF TRANSMITTAL FORM**

**APPENDIX E**  
**Letter of Transmittal Form**

RFP#: 90-690-19-15989 NM SHARE Vendor # \_\_\_\_\_

Offeror Name: \_\_\_\_\_ FED ID# \_\_\_\_\_

NM CRS # \_\_\_\_\_

Items #1 to #7 EACH MUST BE COMPLETED IN FULL Failure to respond to all seven items WILL RESULT IN THE DISQUALIFICATION OF THE PROPOSAL!

1. **Identity (Name) and Mailing Address** of the submitting organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. For the person authorized by the organization to contractually obligate on behalf of this Offer:

Name \_\_\_\_\_

Title \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

3. For the person authorized by the organization to negotiate on behalf of this Offer:

Name \_\_\_\_\_

Title \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

4. For the person authorized by the organization to clarify/respond to queries regarding this Offer:

Name \_\_\_\_\_

Title \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

5. Use of Sub-Contractors (Select one)

No sub-contractors will be used in the performance of any resultant contract OR

The following sub-contractors will be used in the performance of any resultant contract:

\_\_\_\_\_  
(Attach extra sheets, as needed)

6. Please describe any relationship with any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract.

\_\_\_\_\_  
(Attach extra sheets, as needed)

7.  On behalf of the submitting organization named in item #1, above, I accept the Conditions Governing the Procurement as required in Section II. C.1.

I concur that submission of our proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

I acknowledge receipt of any and all amendments to this RFP.

\_\_\_\_\_, 2019  
Authorized Signature and Date (Must be signed by the person identified in item #2, above.)

## **APPENDIX F**

### **ORGANIZATIONAL REFERENCE QUESTIONNAIRE**

The State of New Mexico, as a part of the RFP process, requires Offerors to submit a minimum of three (3) business references as required within this document. The purpose of these references is to document Offeror's experience relevant to the scope of work in an effort to establish Offeror's responsibility.

Offeror is required to send the following reference form to each business reference listed. The business reference, in turn, is requested to submit the Reference Form directly to:

Michelle Taylor, Procurement Manager

1120 Paseo de Peralta

P.E.R.A. Building Room 101

E-mail: [asd.procurement@state.nm.us](mailto:asd.procurement@state.nm.us)

on or before **3:00 PM, MDT/MST on March 28, 2019** for inclusion in the evaluation process.

The form and information provided will become a part of the submitted proposal. Business references provided may be contacted for validation of content provided therein.



**RFP # 90-690-19-15989**  
**Youth Mentoring Services**  
**ORGANIZATIONAL REFERENCE QUESTIONNAIRE**  
**FOR:**

\_\_\_\_\_  
(Name of Offeror)

This form is being submitted to your company for completion as a business reference for the company listed above. This form is to be returned to the State of New Mexico, Children, Youth and Families Department via e-mail at:

Name: Michelle Taylor, Procurement Manager  
Address: 1120 Paseo de Peralta, Santa Fe, NM 87501  
Telephone: 505-827-4039  
Email: [asd.procurement@state.nm.us](mailto:asd.procurement@state.nm.us)

no later than **3:00 PM, MDT/MST on March 28, 2019** and **must not** be returned to the company requesting the reference.

For questions or concerns regarding this form, please contact the State of New Mexico Procurement Manager listed above. When contacting us, please be sure to include the Request for Proposal number listed at the top of this page.

<b>Company providing reference:</b>	
<b>Contact name and title/position</b>	
<b>Contact telephone number</b>	
<b>Contact e-mail address</b>	
<b>Project description;</b>	
<b>Project dates (starting and ending);</b>	
<b>Technical environment for the project your providing a reference</b> (i.e., Software applications, Internet capabilities, Data communications, Network, Hardware);	

**QUESTIONS:**

1. In what capacity have you worked with this vendor in the past?

**COMMENTS:**

2. How would you rate this firm's knowledge and expertise?  
\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)  
COMMENTS:
  
3. How would you rate the vendor's flexibility relative to changes in the project scope and timelines?  
\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)  
COMMENTS:
  
4. What is your level of satisfaction with hard-copy materials produced by the vendor?  
\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)  
COMMENTS:
  
5. How would you rate the dynamics/interaction between the vendor and your staff?  
\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)  
COMMENTS:
  
6. Who were the vendor's principal representatives involved in your project and how would you rate them individually? Would you comment on the skills, knowledge, behaviors or other factors on which you based the rating?  
(3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

Name: \_\_\_\_\_ Rating:

COMMENTS:

7. How satisfied are you with the products developed by the vendor?  
\_\_\_\_\_ (3 = Excellent; 2 = Satisfactory; 1 = Unsatisfactory; 0 = Unacceptable)  
COMMENTS:

8. With which aspect(s) of this vendor's services are you most satisfied?  
COMMENTS:

9. With which aspect(s) of this vendor's services are you least satisfied?  
COMMENTS:

10. Would you recommend this vendor's services to your organization again?  
COMMENTS:

## APPENDIX G

### Statement of Confidentiality

#### Business Associate Agreement

---

This is a Business Associate Agreement in compliance with 45 CFR Section 160.504(e)(2) of the HIPAA privacy rule. Contractor understands that it may be considered a business associate of the Procuring Agency under the HIPAA Privacy and Security Rules. Accordingly, the parties agree:

- The disclosures the Procuring Agency will make to Contractor of any information that identifies an individual and includes information about the individual's health (protected health information), whether in electronic or physical form, shall be limited to the minimum reasonably necessary for Contractor's delivery of services described in the Scope of Work to which the parties have agreed to in the Agreement.
- Any disclosures by Contractor of any individual's protected health information inconsistent with this Agreement are strictly prohibited and shall be cause for termination of the Agreement. Contractor shall take all reasonable steps to avoid such disclosures, including but not limited to implementation of all practical administrative, physical and technical safeguards.
- After the expiration of this Agreement, whether because a party has cancelled it, it is fully executed or for any other cause, Contractor shall return all documents containing any individual's protected health information to the Procuring Agency. Contractor also agrees that it shall take reasonable affirmative precautions to avoid any unauthorized disclosures of protected health information to third parties.
- Contractor understands that it is responsible for reporting unauthorized disclosures, including but not limited to electronic security violations, to the Procuring Agency's privacy office or the federal Office of Civil Rights. Contractor also understands it is responsible for reporting any other disclosure for purposes other than treatment, payment or operations to the Procuring Agency's privacy office.
- Contractor agrees to bind their agents and subcontractors to the terms of this Agreement.
- Contractor understands an individual has the right to inspect and request changes to the protected health information the parties use or create and that an appropriate privacy officer and/or the federal Office of Civil Rights has the authority to inspect the parties' procedures for management of the individual's protected health information.

Signature of Offeror: \_\_\_\_\_

Date\_\_\_\_\_

## APPENDIX H

### IN-KIND CONTRIBUTIONS AND DONATIONS

The purpose of this form is to provide the opportunity to document support in the form of actual and projected in-kind contributions and donations. These include, but are not limited to goods and services, such as rent, equipment, supplies and volunteer time.

LIST ONLY CONTRIBUTIONS RELEVANT TO THE PROPOSED PROGRAM. Provide an explanation of each contribution. For volunteer time, estimate the cost as if paying for the service. Use additional sheets as necessary.

CONTRIBUTION: (Describe)

ESTIMATED VALUE:

---

Signature/Title

Date

**(Person must be authorized to enter organization into contract.)**

# APPENDIX I

## ADMINISTRATIVE AND FISCAL STANDARDS CHILDREN, YOUTH AND FAMILIES DEPARTMENT'S

ADMINISTRATIVE

AND

FISCAL STANDARDS

For Sole Proprietors,

For Non-Profit Organizations,

Local Bodies of Government,

And

For-Profit Incorporated Entities

*Revised February 16, 2017*

***Note: All Contractors and subcontractors are required to adhere to all local, state and federal regulations as applicable to their operations. All Contractors are required to follow audit and reporting requirements set forth in this document. In the event of a contradiction between these standards and Agreement requirements the Agreement supersedes the Administrative and Fiscal Standards.***

## **ADMINISTRATIVE STANDARDS**

### **For Non-Profit Organizations (with the exception of New Mexico higher education institutions, executive, judicial, and legislative branches of state government)**

1. The Board shall ensure that the Non-Profit Organization has current articles of incorporation that meet all of the legal requirements of the governmental jurisdiction in which the Contractor is located.
2. The Board shall ensure that the Non-Profit Organization has current by-laws that are filed with the appropriate local, state, federal body or higher education institutions. At a minimum, the Non-Profit Organization's by-laws should include:
  - a. Membership (types, qualification, rights, duties);
  - b. Size of Board of Directors;
  - c. Method of selection and removal;
  - d. Duties and responsibilities of officers;
  - e. Committees;
  - f. Quorums;
  - g. Recording of minutes;
  - h. Method for amending by-laws.
3. The Board shall ensure that the Non-Profit Organization complies with applicable legal requirements and regulations of all governmental and legally authorized agencies under whose authorities it operates. These include, but are not limited to those regarding equal employment opportunity, workers compensation, unemployment insurance, affirmative action, safety, licensing, etc.
4. Board members shall be residents of the area served by the organization and representative of the social, economic, linguistic, ethnic, and racial target population. The Non-Profit Organization shall not employ a person related to a Board member by consanguinity or affinity within the third degree. This includes, but is not limited to, spouse, mother, father, brother, sister, grandparents, aunt, uncle, niece, nephew, first cousins, mother-in-law, father-in-law, brother-in-law or sister-in-law.
5. A permanent record shall be kept of all meetings of the Board. Minutes of the meetings of the Non-Profit Organization's Board are required in order to accurately record the decisions made and actions taken. These minutes shall include, but not be limited to, meeting date, names of members attending, topic discussed, decisions reached, actions taken, and attachment of any documents referenced. Board minutes shall be signed and approved by an officer of the Board.

## **For All Contractors**

### **Personnel**

1. The Contractor shall have a current and dated organization chart that accurately reflects the staff structure of authority, responsibility and accountability within the organization. The organizational chart must illustrate the relationship of each position or department to all other positions or departments within the organization.
2. The Contractor shall have written personnel policies and procedures. All policies and procedures shall be reviewed annually, and any changes, additions, deletions, etc., shall be dated. Procedures must be in place that allows employees to provide input into changes in Procuring Agency and personnel policies and procedures.
3. The Contractor shall maintain current, written job descriptions and job qualifications for all positions (staff, consultants and direct service volunteers) within the Contractor entity. Each job description shall include, at a minimum:
  - a. Job title;
  - b. Salary range;
  - c. Duties;
  - d. Responsibilities of the positions;
  - e. Required minimum experience;
  - f. Required minimum training;
  - g. Required minimum education.
4. The Contractor shall maintain a current, accurate and confidential personnel record for each paid and direct service volunteer or employee. A personnel record on each volunteer or employee shall contain, at a minimum;
  - a. Job description;
  - b. Initial application/resume;
  - c. Documentation of reference letters;
  - d. Result of employment investigation;
  - e. Background checks;
    1. Procuring Agency Contractors that have or could 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 children. Additionally, all Information Technology (IT) Contractors are required to have a background check. The Contractor must submit to Procuring Agency Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required having background checks. Procuring Agency Background Check Unit will conduct nationwide, state and abuse and neglect background checks on required staff or volunteers in accordance with NMAC 8.8.3 standards. A Procuring Agency eligibility letter must be in the employee, volunteer or staff member's personnel file prior to that individual



having any unsupervised direct contact or unsupervised potential access to children.

- f. Education/experience required;
- g. Wage and salary information;
- h. Job performance evaluation;
- i. Documentation/verification of all previous and ongoing training (including all component specific training and education);
- j. Incident reports;
- k. Commendations or disciplinary actions (if any).

This information must be reliable, accurate and current. All employee and volunteer records must be kept in a locked file to ensure confidentiality.

- 5. The Contractor shall be headed by a director. The director shall be responsible for the daily operation of the Contractor through decision-making, authorization of expenditures, and the implementation of policies and procedures.

### Physical Facilities

The physical facilities must meet all licensing requirements per classification and should be located, constructed, equipped and operated to promote the efficient and effective conduct of the Contractor's programs, to protect the health and safety of the persons serviced and the staff to promote the integration of those served into the community, to be accessible to persons served, staff and the community, meet the American's with Disabilities Act (ADA) and the Drug-Free Workplace Act of 1988.

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## *FISCAL STANDARDS*

### **For All Contractors**

#### **Compliance**

1. The Contractor shall comply with all federal and state statutes, rules and regulations. Cost principles, administrative requirements and audit requirements, applicable to federal grants shall apply to state funds as referenced in the section Source Sheet of the CYFD Administrative and Fiscal Standards.
2. The Contractor shall comply with all aspects of the provision of the contract, including all insurance, bonding and audit and financial reporting requirements.
3. The Contractor (non-federal entities and applicants) must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
4. The Contractor (non-federal entities and applicants) shall maintain a code of conduct policy that includes annual review and disclosure of any employee, board member or subcontractor (e.g., consultants or independent contractors) that may have a **conflict of interest** or **conviction of a misdemeanor or felony**, had a judgment withheld or deferred, or are currently charged with committing a misdemeanor or felony.

#### **Insurance**

1. The Contractor, (with the exception of New Mexico higher education institutions, **executive, judicial, and legislative branches of state government**) shall obtain and maintain at all times during the term of this Agreement an Employee Dishonesty Policy covering the activities of the contractor in the amount of no less than 25% of the total (cumulative) dollar amount of the current Procuring Agency Agreement(s).
2. The Contractor shall obtain and maintain at all times during the term of this Agreement a general and professional liability insurance policy issued by an insurance company licensed to do business in the State of New Mexico. The policy shall include liability insurance coverage provided in the amount of at least one hundred thousand dollars (\$100,000) for damage to or destruction of property arising out of a single occurrence; three hundred thousand dollars (\$300,000) to any person for any number of claims arising out of a single occurrence for all damages other than property damage; or five hundred thousand dollars (\$500,000) for all claims arising out of a single occurrence. The policy shall be secured by the Contractor within thirty (30) days of the effective date of the current Agreement.
3. The Contractor, (with the exception of New Mexico higher education institutions **executive, judicial, and legislative branches of state government**) if insured by General Services Department's Risk Management Division, shall secure and maintain sufficient fire

and extended hazard insurance on all property in the custody of the Contractor, which is furnished or owned by the Procuring Agency or in which the Procuring Agency has a financial interest, within thirty (30) days of the effective date of the current Agreement. Sufficient insurance, for the purposes of this paragraph, means enough to cover the Procuring Agency's loss, if any to such property, in the event of fire or other hazard.

4. The Contractor, (with the exception of New Mexico higher education institutions **executive, judicial, and legislative branches of state government**) if insured by General Services Department's Risk Management Division, shall name Children, Youth and Families Department as an "Additional Insured" with the insurance carrier of the Contractor's liability insurance. A copy of the Contractor's "Certificate of Liability Insurance" proving compliance with all the above insurance requirements must be available upon request.

### Fiscal Books of Records

The Contractor must maintain the following books of record:

1. Chart of Accounts
2. General Ledger
3. Cash Receipts and Cash Disbursements Journals
4. General Journal of adjusting entries, correcting entries, accrual entries, and cost allocation entries if not provided for in cash journals.
5. Subsidiary ledgers, if applicable to the organization.
6. Any Capital Outlay Inventory purchased with Procuring Agency funding includes at a minimum:
  - a. Description of property;
  - b. Serial number or other ID number;
  - c. Date of purchase;
  - d. Acquisition cost by funding source(s);
  - e. Location and use of property;
  - f. Disposition data including date and price, if any.
7. Payroll journals and employee earnings records.
8. Fiscal Policy and Procedures that must include:
  - a. Handling of cash/checks;
  - b. Handling of voided checks;
  - c. Authorized check signatures;
  - d. Bank reconciliations;
  - e. Separation of duties;
  - f. Accounting system;

- g. Travel, if included in the services, will adhere to Per Diem and Mileage Act Sections 10-8-1 to 10-8-8 NMSA 1978, regulations governing the per diem and mileage Act, and 2.42.2.11 NMAC, mileage –private conveyance, effective June 19, 2009.)
- h. Cost allocation method;
- i. Accounting policies for donations.
- j. Conflict of Interest Policy

### Reports

1. The Contractor shall complete in full the State and Federal payroll tax forms in accordance with required time period and shall insure payroll taxes are paid within the required time frame.
2. The Contractor shall complete in full and submit the required forms of the New Mexico State Department of Labor.
3. The Contractor shall submit timely program and financial reports to the funding procuring agencies as specified in the Agreements.

### Retention of Records

The following are the requirements for the retention of financial records:

1. The Contractor shall maintain for three (3) years, (in addition to current year records) detailed accounting and billing records which indicate the date, time, and nature of services rendered, records relating to the Agreement services, and all operating financial documentation which shall be subject to inspection by the Procuring Agency and if applicable, the New Mexico State Auditor or their designee.
2. The Procuring Agency shall have a right to audit billings and related documents both before and after payment. Payments made under an Agreement between the Contractor and the Procuring Agency shall not foreclose the right of the Procuring Agency to recover excessive, illegal payments, and/or payments which are not in accordance with the Agreement.
3. The Contractor shall maintain the funds from the Procuring Agency Agreement **separately** in accurate financial records, books, files, and reports in accordance with generally accepted accounting principles, state and federal laws and regulation, and the requirements of the Procuring Agency as described in this Administrative and Fiscal Standards Guidance.
4. The financial management systems established by the Contractor shall ensure it provides fiscal and budgetary controls as well as sound accounting procedures. A Schedule of Revenues & Expenditures Budget to Actual Comparison for each Agreement must be prepared and submitted to the Procuring Agency at the same time as the annual financial audit or financial statement. The Schedule must include the approved original budget for the fiscal year, revised budget, actual revenue and expenditures and a variance column.

## Audits

**NOTE: Audit and financial reporting requirements are applicable to all Contractors and subcontractors of the Children, Youth and Families Department.**

1. Sole proprietor Contractors receiving Procuring Agency funds under one hundred thousand dollars (\$100,000.00) must submit to the Procuring Agency the Internal Revenue Services (IRS) Schedule C Profit or Loss From Business (Sole Proprietorship) and provide the State of New Mexico Taxation and Revenue Department Combined Report System (CRS-1) Form. Sole Proprietor billings are subject to review by the Procuring Agency Agreement and program site reviewers and must be available upon request. A Sole Proprietorship is a type of business entity that is owned and run by one individual and in which there is no legal distinction between the owner and the business.
2. Audits for a Contractor receiving under two hundred fifty thousand dollars (\$250,000.00) per year in cumulative Procuring Agency funds (a total of all Procuring Agency Agreements awarded to the Contractor within a fiscal year) whose Board has elected to not conduct an audit must comply with the following:
  - a) The Contractor shall prepare financial statements that include a Revenue and Expenditure – Budget to Actual Comparison, Balance Sheet or Statement of Net Position and Income Statement or Statement of Activities. The Contractor shall disclose the method of accounting used (cash or accrual) to prepare such statements. The Revenues and Expenditures – Budget to Actual Comparison statement must include the original budget for the fiscal year as approved by the Board, revised budget, actual revenue and expenditures and variance column. A cash disbursement and cash receipt journal cannot take the place of the Balance Sheet and Income Statement. These financial statements shall be submitted to the Procuring Agency’s Contract Audit Unit within three (3) months of the contractor’s fiscal year end.
  - b) This section (Section 2) does not apply to sole proprietor Agreements covered under Audits section 1.
3. Audits for a Contractor receiving two hundred fifty thousand dollars (\$250,000.00) to five hundred thousand dollars (\$500,000.00) per year in cumulative Procuring Agency funds (a total of all Procuring Agency Agreements awarded to the Contractor with in a fiscal year) whose Board has elected to not conduct an audit must comply with the following:
  - a) The Contractor shall have an Independent Auditor’s Report of Agreed-Upon Procedures (AUP) to ensure compliance with Agreement requirements in accordance established by the American Institute of Certified Public Accountants. The AUP report shall be submitted to the Procuring Agency’s Contract Audit Unit within nine (9) months of the Contractor’s fiscal year end.

- b) The Contractor shall ensure that the selected accounting firm performing the AUP report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two (2)- year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
4. Audits for a Contractor receiving five hundred thousand dollars (\$500,000.00) or greater per year in cumulative Procuring Agency funds must disclose how much funding is being received from governmental funds (a total of all Procuring Agency Agreements awarded to the Contractor with in a fiscal year):
- a) The Contractor shall have an Independent Audit Report that conforms to the General Accounting Standards (Yellow Book) as recommended by GAO. This Independent Audit Report shall be submitted to the Procuring Agency's Contract Audit Unit within nine (9) months of the Contractor's fiscal year end. The Contractor must also submit a copy of any Management Letter Comments issued by the Independent Auditor in a separate report.
  - b) The Contractor shall ensure that the auditor or auditing firm performing the audit report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two (2)- year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
5. A Contractor receiving over seven hundred fifty thousand dollars (\$750,000.00) per year in cumulative Federal funds must disclose in their financial audit report how much funding is being received from governmental funds (a total of all funds awarded to the Contractor within a fiscal year) must adhere to the "uniform guidance for federal awards" (Uniform Guidance). The standards set forth in Title 2 Grants and Agreements Subtitle A Chapter II Part 200 Subpart F- Audit Requirements. For one full fiscal year after the effective date of the uniform guidance, non-federal entities must comply with the terms and conditions of their federal award, which will specify whether the uniform guidance applies. The Contractor must have available upon request a copy of any Management Letter Comments issued by the Independent Auditor in a separate report.
- a) The audited financial statements shall be submitted to the Procuring Agency's Contract Audit Unit within nine (9) months of their fiscal year end. The Contractor

must also have available upon request the Management Letter Comments issued by the Independent Auditor in a separate report.

- b) The Contractor shall ensure that the auditor or auditing firm performing the audit report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two (2)- year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
6. Financial Statements, Independent Auditor's Report of Agreed-Upon Procedures (AUP), and Audits must be mailed to:

Children, Youth and Families Department  
Administrative Services Division  
Contract Audit Unit  
P.O. Box 5160  
Santa Fe, NM 87502

# SOURCE SHEET

## ADMINISTRATIVE REQUIREMENTS

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

State of New Mexico Manual of Model Accounting Practices (MAP's) issued by the New Mexico Department of Finance and Administration-Financial Control Division

<http://www.nmdfa.state.nm.us/Manuals.aspx>

The State of New Mexico State Auditor, State Audit Rule

[http://www.saonm.org/state\\_auditor\\_rule](http://www.saonm.org/state_auditor_rule)

## COST PRINCIPLES

Title 2 CFR, Chapter 1, Part 170, Reporting Sub-award and Executive Compensation Information.

Title 2 Grants and -Agreements Subtitle A Chapter II Part 200,

- Subpart A – Acronyms and Definitions
- Subpart B- General Provisions
- Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards
- Subpart D- Post Federal Award Requirements
- Subpart E- Cost Principles
- Subpart F – Audit Requirements

FASB and AICPA Statements and Professional Pronouncements.

## AUDITS

U.S. General Accounting Office, Government Auditing Standards, (The Yellow Book, current revision).

FASB and AICPA Statements and Professional Pronouncements.

Signature of Offeror: \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX J

### Suspension and Debarment Form

- A. Consistent with either 7 C.F.R. Part 3017 or 45 C.F.R. Part 76, as applicable, and as a separate and independent requirement of this contract with the Children, Youth and Families Department (CYFD), the Contractor certifies by signing this form, that it and its principals, to the best of its knowledge and belief: (1) are not debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency; (2) have not, within a three-year period preceding the effective date of this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; (3) have not been indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the offenses enumerated above in this Paragraph A; (4) have not, within a three-year period preceding the effective date of this PSC, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and (5) have not been excluded from participation from Medicare, Medicaid or other federal health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a-7.
- B. The Contractor's certification in Paragraph A, above, is a material representation of fact upon which the CYFD relied when this contract was entered into by the parties. The Contractor's certification in Paragraph A, above, shall be a continuing term or condition of this contract. As such at all times during the performance of this contract, the Contractor must be capable of making the certification required in Paragraph A, above, as if on the date of making such new certification the Contractor was then executing this contract for the first time. Accordingly, the following requirements shall be read so as to apply to the original certification of the Contractor in Paragraph A, above, or to any new certification the Contractor is required to be capable of making as stated in the preceding sentence:
- (1) The Contractor shall provide immediate written notice to the CYFD's Program Manager if, at any time during the term of this contract, the Contractor learns that its certification in Paragraph A, above, was erroneous on the effective date of this contract or has become erroneous by reason of new or changed circumstances.
  - (2) If it is later determined that the Contractor's certification in Paragraph A, above, was erroneous on the effective date of this contract or has become erroneous by reason of new or changed circumstances, in addition to other remedies available to the CYFD, the CYFD may terminate the contract.
- C. As required by statute, regulation or requirement of this contract, and as contained in Paragraph A, above, the Contractor shall require each proposed first-tier subcontractor whose subcontract will equal or exceed \$25,000, to disclose to the Contractor, in writing, whether as of the

time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by any Federal department or agency. The Contractor shall make such disclosures available to the CYFD when it requests subcontractor approval from the CYFD. If the subcontractor, or its principals, is debarred, suspended, or proposed for debarment by any Federal, state or local department or agency, the CYFD may refuse to approve the use of the subcontractor.

By: \_\_\_\_\_  
Offeror

Date: \_\_\_\_\_

## APPENDIX K

### NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

#### *New Mexico Employees Health Coverage Form*

1. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <http://www.insurenemexico.state.nm.us/>.
4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the Offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000.

Signature of Offeror: \_\_\_\_\_

Date\_\_\_\_\_