REQUEST FOR PROPOSALS (RFP)

Community Based Prevention and Promotion
Home Visiting Services

Early Childhood Services
Home Visiting Program

RFP# 16-690-15-12214

ISSUED: April 20, 2015

Due Date: May 27, 2015
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VISION AND MISSION STATEMENT

Vision

The Children, Youth and Families Department (CYFD) partners with communities to strengthen families in New Mexico to be productive and self-sufficient.

Mission

CYFD believes in the strengths and resiliency of families who are our partners and for whom we advocate to enhance their safety and well-being. We respectfully serve and support children and families and supervise youth in a responsive, community-based system of care that is client-centered, family-focused and culturally competent.

Principles

CYFD believes that children and families should receive:

- Services that promote and build individual strengths;
- Early identification and intervention services to address problems as they emerge;
- Access to a comprehensive array of services that are individualized, community-based and, whenever possible, in-home, to meet the unique needs and potential of each child and family;
- Full participation and choice in all aspects in the planning and delivery of services;
- Services that are provided in the least restrictive setting and most normative environment and are integrated and linked, both within CYFD and with other child-serving agencies; and which use peers, family and natural resources;
- Culturally competent services delivered without regard to race, ethnicity, religion, national origin, gender, sexual orientation, or disability;
- The most effective services that are based on evidence or promising or emerging practices, to achieve positive outcomes; and
- Services that ensure smooth transactions to adult service systems.
I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish multiple contractual awards through competitive negotiations for the procurement of Community Based Prevention and Promotion Home Visiting Services for the Children, Youth and Families Department (CYFD).

The New Mexico Children, Youth and Families Department (CYFD) is searching for organizations that will provide culturally and linguistically appropriate services to clients including cross-cultural communication and respect for the linguistic, ethnic, and gender-based differences that contribute to cultural identity. Cultural sensitivity within our contracted providers also recognizes that the voices and opinions of culturally diverse members must shape the development of programs, systems, and evaluation strategies.

Funded Home Visiting Programs will be expected to work collaboratively at the local, regional and state levels to support the establishment of a comprehensive and aligned quality early care, education and family support system that is available to all children and their families in New Mexico.

B. BACKGROUND INFORMATION

CYFD is looking to expand its Home Visiting Services in anticipation of additional funding. Home Visiting providers are expected to:

- Maintain the capacity to provide the services outlined in this RFP.
- Implement and comply with all standards and requirements as outlined in the current New Mexico Home Visiting Program Standards. The New Mexico Home Visiting Program Standards is periodically updated and amended, this document can be located at the following link: http://cyfd.org/docs/Home_Visiting_Program_Standards_-_April_2015.pdf
- Demonstrate an understanding of the proposed service area and an ability to respond to the cultural, linguistic and socio economic needs of that area.
- Demonstrate an understanding of home visiting nationally accepted best practices.

Home Visiting Programs funded by CYFD shall provide a continuum of services to families based on family preferences, needs, strengths and risk factors. Services provided through Home Visiting Programs are:

- Flexible and designed to meet the needs of families; and
- Inclusive of and responsive to the ethnic, cultural, racial, linguistic and socioeconomic diversity of families served.
C. SCOPE OF PROCUREMENT

**Level I – Community Based Prevention and Promotion Home Visiting Services for New Programs or Expansion for Current Programs**

Funded Home Visiting Programs will prioritize serving parents and caregivers (including but not limited to: biological, adoptive, and teen parents of children pre-natal to three (3) years of age) to prevent adverse childhood experiences and promote positive early childhood development and wellbeing as well as support school readiness. Selected programs will be required to provide services to families using the current Home Visiting (Level I) Program Standards, incorporated herein by reference. (Downloadable version is available at the following link: [http://cyfd.org/docs/Home_Visiting_Program_Standards_-April_2015.pdf](http://cyfd.org/docs/Home_Visiting_Program_Standards_-April_2015.pdf).

In addition, the programs are required to maintain the minimum number of families awarded. Home Visitors implement tools and screening processes as required in the Home Visiting Program Standards. These identify possible developmental concerns for the child, as well as adverse events that impact the caregiver’s ability to provide a nurturing and safe environment for the infant or toddler.

**The New Mexico Pyramid Partnership** (see reference in Definitions Section)

![New Mexico Pyramid Partnership Diagram](image)

**Priority Communities**

CYFD will prioritize funding of Home Visiting Programs located within (and serving the children living within) the boundaries of Early Childhood Investment Zones and/or other targeted communities identified by CYFD, DOH and PED as needing intervention services due to poverty, infant mortality, and child abuse and neglect. See Appendix H.
**Funding Availability**
The funding available through this RFP are for Home Visiting Services and are not for capital outlay (capital outlay is any single item that costs $5,000.00 or more).

This RFP will result in multiple contractual awards between the two parties (awarded Offeror and CYFD), the procurement may ONLY be used by those two parties exclusively. Funding under this RFP will be awarded for a term of two (2) years. Continuation of each contract awarded as a result of this RFP is contingent upon the annual appropriation by the New Mexico Legislature or other funding sources for the period of this RFP, satisfactory contract compliance as determined by CYFD, and the Contractor’s ability to successfully provide services. Should contract non-compliance be determined, the contract may be terminated or amended.

Funding is subject to current and future appropriations from the New Mexico Legislature and other funding sources for the period of this RFP. No guarantee is made or implied by the State of New Mexico or CYFD that the amount allocated to this RFP will result in multiple contracts equal to that amount.

The current per-child reimbursement rate established by CYFD is posted on the CYFD website and on the New Mexico Kids website: [http://cyfd.org/home-visiting;](http://cyfd.org/home-visiting;) [www.newmexicokids.org](http://www.newmexicokids.org). Depending on available funding, this rate may be adjusted in future years and will be implemented through a Contract Amendment as needed.

**ELIGIBILITY TO APPLY**

**Level I Community Based Prevention and Promotion Home Visiting Services** - Offerors that prioritize serving parents and caregivers (including but not limited to adoptive and teen parents of children pre-natal to three years of age) to prevent adverse childhood experiences and promote positive early childhood development and wellbeing as well as support school readiness through new Home Visiting Programs and/or expansion of current programs

**Not eligible to apply:** Current CYFD Home Visiting providers who have programmatic findings of non-compliance and program deficiencies on current CYFD contracts including serious audit exceptions relating to fiscal procedures, and providers who are currently on a corrective action plan.

**D. PROCUREMENT MANAGER**

1. CYFD 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  
   Address: 1120 Paseo de Peralta
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 Agency. **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 Purchasing Division of the General Services Department or that State Agency sponsoring the Procurement action.

“**Authorized Purchaser**” means an individual authorized by a Participating Entity to place orders against this contract.

“**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 use 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.

“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.

“Geographical Area” means the community (or communities) targeted for services, including but not limited to county(ies), City(ies), School District(s).

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

“Investment Zones” – means communities that have been identified by the CYFD, Department of Health (DOH), and Public Education Department (PED) where children and families are most at risk. (Appendix H).

New Mexico’s Early Childhood Investment Zones
- Dexter, Tatum, Lovington, Hobbs, Eunice and Jal School Districts
- Logan, San Jon, Tucumcari, House, Vaughn and Santa Rosa School Districts
- Estancia and Mountainair School Districts
- Gallup-McKinley, Zuni, and Grants-Cibola School Districts
- Cuba, Dulce, Jemez Mountain, Chama Valley, Mesa Vista and Espanola School Districts
- Mosquero, Roy, Cimarron, Raton, Maxwell and Springer School Districts
- Rio Grande Cluster of the Albuquerque Public Schools
- Magdalena, Deming, Hatch, Gadsden and Truth or Consequences School Districts
“Level I Home Visiting - Prevention and Promotion” – means a home visiting program or service that prioritize serving parents and caregivers (including but not limited to: biological, adoptive, and teen parents of children pre-natal to three (3) years of age) to prevent adverse childhood experiences and promote positive early childhood development and wellbeing as well as support school readiness.

“Logic Model” – means a coordinated continuum of high quality, community-driven culturally and linguistically appropriate Home Visiting Services that promotes maternal, infant, and early childhood health, safety, development, and strong parent-child relationships Regardless of the model implemented by the community program.

“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.

“New Mexico Pyramid Partnership” refers to the adaptation of the Pyramid Model for Supporting Social Emotional Competence in Infants and Young Children, a conceptual framework of evidence-based practices developed by two national, federally-funded research and training centers: The Center for the Social and Emotional Foundations for Early Learning (CSEFEL) and the Technical Assistance Center on Social Emotional Intervention for Young Children (TACSEI). It is divided into three Tiers or Levels: Level I: Universal Prevention and Promotion for all children, promoting safe nurturing relationships between young children and their care giver, and implementing strategies that prevent adverse childhood experiences. Level II: Targeted Interventions to meet needs for children at risk of social emotional delays and/or at risk of Severe Emotional Disturbance (SED). Level III: Clinical Treatment. Services target infants and young children who have been comprehensively assessed by a licensed clinician and diagnosed with a Severe Emotional Disturbance (SED).

“Offeror” is any person, corporation, or partnership who chooses to submit a proposal.

“Price Agreement” means a definite quantity contract or indefinite quantity contract which requires the contractor to furnish items of tangible personal property, services or construction to a state agency or a local public body which issues a purchase order, if the purchase order is within the quantity limitations of the contract, if any.

“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 all State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies 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.

“SPD” means State Purchasing Division of the New Mexico State General Services Department.
“Staff” means any individual who is a full-time, part-time, or an independently contracted employee with the Offeror’s 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.)

“Target Population” means expectant parents and/or caregivers with children under age three (3) throughout the State of New Mexico. CYFD will prioritize the funding of Home Visiting Programs located within (and serving the children living within) the boundaries of Early Childhood Investment Zones and/or other targeted communities identified as needing intervention services due to poverty, infant mortality, and child abuse and neglect. See Appendix H.

“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:

Procurement Regulations and Request for Proposal – RFP instructions:
http://www.generalservices.state.nm.us/statepurchasing/ITBs__RFPs_and_Bid_Tabulation.aspx.

CYFD Website contains the RFP, RFP Amendments, Questions & Answers and other pertinent RFP information http://cyfd.org/for-providers/rfp
Home Visiting Program Standards FY15:
http://cyfd.org/docs/Home_Visiting_Program_Standards_-_April_2015.pdf

Home Visiting Logic Model:
http://cyfd.org/docs/hv_logic_model.pdf

New Mexico Taxation and Revenue Department:
http://www.tax.newmexico.gov/Pages/TRD-Homepage.aspx
http://www.tax.newmexico.gov/Businesses/Pages/In-StatePreferenceCertification.aspx

New Mexico General Services Department – Pay Equity:
http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx

New Mexico Kids
https://www.newmexicokids.org/

Early Learning New Mexico
http://www.earlylearningnm.org/
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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Issue RFP</td>
<td>Agency</td>
<td>April 20, 2015</td>
</tr>
<tr>
<td>2. Distribution List</td>
<td>Agency</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>3. Pre-Proposal Conference</td>
<td>Agency</td>
<td>May 1, 2015</td>
</tr>
<tr>
<td>4. Deadline to submit Questions</td>
<td>Potential Offerors</td>
<td>May 6, 2015</td>
</tr>
<tr>
<td>5. Response to Written Questions</td>
<td>Procurement Manager</td>
<td>May 11, 2015</td>
</tr>
<tr>
<td>8. Selection of Finalists</td>
<td>Evaluation Committee</td>
<td>June 9, 2015</td>
</tr>
<tr>
<td>9. Best and Final Offers</td>
<td>Finalist Offerors</td>
<td>June 12, 2015</td>
</tr>
<tr>
<td>10. Finalize Contractual Agreements</td>
<td>Agency/Finalist Offerors</td>
<td>June 19, 2015</td>
</tr>
<tr>
<td>12. Protest Deadline</td>
<td></td>
<td>+15 days</td>
</tr>
</tbody>
</table>

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 April 20, 2015.

2. Acknowledgement of Receipt
   Potential Offerors should hand deliver, return by facsimile 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. 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 the date indicated in the Sequence of Events.
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 Old PERA Building, 2nd Floor, Apodaca Hall/Auditorium, 1120 Paseo de Peralta, Santa Fe NM 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.

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 3:00PM 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: http://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 MAY 27, 2015. 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 (except for electronic submissions through SPD’s electronic procurement system). Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Community-Based Prevention-Promotion Home Visiting Services RFP#16-690-15-12214. 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 and the Procurement Manager will notify the finalist Offerors as per schedule Section II. A., Sequence of Events or as soon as possible.

9. Best and Final Offers
Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by as per schedule Section II. A., Sequence of Events or as soon as possible. Best and final offers may also be clarified and amended at finalist Offeror’s oral presentation and demonstration.

10. 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 State Purchasing Division or relevant Agency Procurement office. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the State reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

11. Contract Awards
After review of the Evaluation Committee Report and the signed contractual agreement, the Agency 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 State Purchasing Division or relevant Agency 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 CYFD 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.

12. 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 15th 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:

Annette Romero, Deputy Director
Administrative Services Division
Children, Youth and Families Department
1120 Paseo de Peralta
PERA Building 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 hundred twenty (120) days 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 awards 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 State Purchasing Division or 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: http://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 paragraph 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 (see Appendix I)
   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

B. New Mexico Resident Veterans Business Preference

In addition to a copy of the certification, the Offeror should sign and complete the Resident Veterans Preference Certificate form, as provided in this RFP.

An agency shall not award a business both a resident business preference and a resident veteran business preference.
The New Mexico Preferences shall not apply when the expenditures for this RFP includes federal funds.
III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES
Offerors shall submit only one (1) proposal in response to this RFP.

B. NUMBER OF COPIES

1. Hard Copy Responses

Offeror’s proposal must be clearly labeled with tabs, 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. 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:

1. Technical Proposals – One (1) ORIGINAL, five (5) HARD COPIES, and two (2) 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.

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.

Any proposal that does not adhere to the requirements of this Section and Section III.C.1 Response Format and Organization, may be deemed non-responsive and rejected on that basis.

C. PROPOSAL FORMAT

1. 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.).
   • Pages must be one-sided, one and one-half spaced and numbered.
• Typeface must be easily readable such as Arial, Courier, or Times Roman and type size must be 12-point.
• Each Proposal must be placed within a binder with tabs delineating each section.
• There is a ten (10) page limitation for the narrative of Section IV.C, Technical Specifications.

2. Response Format and Organization
The proposal must be organized, indexed and bound in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Technical Proposal:
A. Cover Page (Appendix F)
B. Table of Contents
C. Response to Contract Terms and Conditions
   1. Any requested changes to Contract Terms and Conditions
D. Offeror’s Additional Terms and Conditions
E. Business Specifications
   1. Financial Stability
   2. Letter of Transmittal
   3. Campaign Contribution Form
   4. Cost Response / Budget Narrative
   5. New Mexico Preferences (if applicable)
F. Response to Technical Specifications
   1. Organizational Experience / Capability
   2. Program Design
   3. Target Population
   4. Outcomes
   5. Staff Qualifications
G. Supporting Documentation

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.
IV. SPECIFICATIONS
Offerors should respond in the form of a thorough narrative to each specification in correlation with the detailed scope of work, unless otherwise instructed. The narrative, including required supporting materials will be evaluated and awarded points accordingly.

A. DETAILED SCOPE OF WORK
Level I Home Visiting:

LEVEL 1 HOME VISITING PROGRAM GOALS:
Home visiting is a program strategy that delivers a variety of informational, educational, developmental, referral and other support services for eligible families who are expecting or who have young children and that is designed to promote child well-being and prevent adverse childhood experiences. To meet this end the New Mexico home visiting system aims to ensure that babies are born healthy; children are nurtured by their parents and caregivers; children are physically and mentally health; children are ready for school; children and families are safe; and families are connected to formal and informal supports in their communities. NMSA 1978 §32A-23B-2(D)(1).

TARGET POPULATION:
The Level 1 New Mexico Home Visiting program is a promotion and prevention-level strategy that provides voluntary access to home visiting to pregnant women, expectant fathers, and parents and primary caregivers of children from birth to age three.

OBJECTIVES:
New Mexico’s Home Visiting System aims to provide a variety of research-based and best practice support services by well-trained and competent staff to families who are expecting a child or have children birth to age three, with the overall objective to increase child well-being and prevent adverse childhood experiences by:
- Building parental competence;
- Establishing trusting relationships with families;
- Optimizing the relationships between parents and children in their home environments;
- Promoting community-specific home visiting programs that are responsive to cultural and linguistic heritage;
- Educating families on the expected developmental milestones and working with those families to ensure their children achieve the expected developmental milestones;
- Addressing safety issues and the risks associated with safety concerns;
- Assisting families access social supports and appropriate community resources; and
- Actively participate in a coordinated system of services within the community.

AUTHORITIES:
The Home Visiting Accountability Act NMSA 1978, Sections 32A-23B-1 to -3; The New Mexico Home Visiting Program Standards; and the New Mexico Home Visiting Annual Outcomes Report, Fiscal Year 2014.
**ACTIVITIES:**
The New Mexico Level I home visiting system “provides universal, voluntary access; provides a common framework for service and accountability across all home visiting programs; establishes a consistent statewide system of home visiting; and allows for the collection, aggregation and analysis of common data.”

**Service Capacity and Service Area:**

1. Each service provider must provide home visiting services to least ***families in ***XXX geographical area.
   - Depending on funding availability, a service provider may, through proper contractual procedure, request an amendment to serve additional families in the contracted geographical area. The service provider must be able to justify and demonstrate a community need and agency capacity to serve additional families within the assigned geographical area.

**New Mexico Home Visiting Program Standards**

In order to operationalize the home visiting system, New Mexico created the comprehensive New Mexico Home Visiting Standards that serve as the common framework of service delivery and accountability across all home visiting service providers in the state. Taking into account the unique and diverse communities in New Mexico, the home visiting system does not require the implementation of a particular model/models but does require high quality service delivery and continuous quality improvement.

The New Mexico Home Visiting Program Standards are incorporated into scope of work by reference and obligates each provider to comply with each of the roles and responsibilities identified in each of the following home visiting standard areas:

1. Program Participation
   a. Eligibility
   b. Recruitment
   c. Program Participation
   d. Disenrollment and Transition

2. Culturally Sensitive and Relevant Practice

3. Relationship-based Practice
   a. Reflective Supervision

4. Family Goal-Setting
   a. Establishing goals with Families

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1 [http://cyfd.org/docs/Home_Visiting_Program_Standards_-April_2015.pdf](http://cyfd.org/docs/Home_Visiting_Program_Standards_-April_2015.pdf)
b. Referrals and follow-up
c. Community Resources and Collaborations
d. Family Satisfaction Surveys

5. Curriculum and Program Implementation (Service Delivery Approach)
   a. Prenatal Visits
   b. Post-partum Visits
   c. Visits with Families of Children up to Age 5 years
   d. Acknowledgment of Service Completion or Discontinuation
   e. Program Evaluation

6. Program Management Systems
   a. Planning
   b. Organizational Management
   c. Record Keeping- Client Records
   d. Consent
   e. Reporting
   f. Communication
   g. Program-level Self-Assessment
   h. Fiscal Management
   i. Caseload Size
   j. Safety Assurance
   k. Continuous Quality Improvement
   l. Ongoing Program Monitoring
   m. Program Response to Findings of Non-Compliance and Program Deficiencies
   n. Special Conditions

7. Staffing and Supervision
   a. Program Staff
   b. Clinical Staff
   c. Staff Training
   d. Ongoing Professional Development
   e. Supervision Requirements
   f. Reflective Supervision
   g. Field Supervision
   h. Administrative Supervision

8. Community Engagement
   a. Collaboration
   b. Community Education
   c. Community Advisory Committees

9. Data Management
Screening Tools, Description and Frequency:
Providers must utilize the CYFD approved tools\(^2\) to administer screenings designed to assess families and identify early warning signs of developmental delay in children; prenatal and postpartum depression in mothers; domestic abuse within the family; and other risk factors. The following screening tools are the CYFD approved tools:

1. Ages and Stages Questionnaire -3 (ASQ-3)
   a. Parent questionnaire used to identify infants or young children who are in need of further assessment in give domains of child development
   b. Administered at 4 months, 6 months and every 6 months after

2. Ages and Stages Questionnaire: Social/Emotional (ASQ-SE)
   a. Aids in identifying young children who may benefit from more in-depth evaluation and/or preventative interventions designed to improve their social competence, emotional competence, or both
   b. Administered at 6 months, and every 6 months after

3. Edinburgh Postnatal Depression Scale (EPDS)
   a. Used to identify women at risk for prenatal and perinatal depression
   b. Administered prenatally, and twice after birth; monthly thereafter if above cutoff

4. Maternal-Child Health Form (MCH)
   a. Information regarding demographics and risk factors for the family and child
   b. Administered at intake and annually

5. Perinatal Questionnaire (PNQ)
   a. Information regarding an infant’s birth including prenatal care, birth weight, and mother’s experience with pregnancy
   b. Administered within 2 months of birth or on program entry

6. Parenting Interactions with Children: Checklist of Observations Linked to Outcomes (PICCOLO)
   a. Observational tool for tracking and supporting parenting interactions that lead to positive child outcomes from infancy through preschool
   b. Administered at entry, then every 6 months

7. Relationship Assessment Tool
   a. Used to identify caregivers experiencing abuse in their current relationships
   b. Administered at intake and annually

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\(^2\) The titles of the CYFD approved tools are subject to change during the contractual period. These title changes do not affect the validity or the substance of the approved tools.
The Home Visiting Service Provider, Referrals and Access to Services

The New Mexico Home Visiting Annual Report, Fiscal Year 2014 states that “home visiting relies on access to community based services to help families get additional assistance” and “CYFD is interested in working with local home visiting programs to learn about availability of referral services.” The information provided to the CYFD by the service providers about the availability of referral services will assist New Mexico in identifying areas of system/program improvement.

Service Providers shall:
1. Provide referrals to community agencies, other CYFD divisions and resources, and to government services;
2. Provide follow up to referrals within five days of the identified need and document the information in the database as described in the Home Visiting Program Standard # HV-9 “Data Management” within 30 days of referral and follow up;
3. Collaborate with community programs such as hospitals, the WIC program, teen parent programs, obstetricians and gynecologists, primary care physicians, and other entities to develop a network and referral process;
4. Provide at least two (2) community presentations to raise awareness of the importance of the early years and to promote the Home Visiting Program and participate in local early childhood community groups (councils, task forces, etc.); and
5. Report to CYFD the referrals that could not be completed due to a lack of available services in the particular geographical area served;
6. As part of the quarterly reporting process provide a list of missing and non-accessible services in the community that have contributed to unsuccessful completion of referrals;
7. Include description of efforts being made within the community to access the needed community services; and
8. Specify barriers in accessing those services with recommendations for the state and the community.

Administrative Activities and Requirements:

1. Background checks required:
   • CYFD 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 or volunteer that has direct care responsibilities or potential unsupervised physical access to clients. The contractor must submit to CYFD Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required to have background checks. CYFD 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 CYFD 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 clients.

2. Mandatory Reporting Required

- All Home Visitor Service Providers and staff must report any and all suspected abuse, neglect or exploitation of children to the Children, Youth and Families Statewide Central Intake. In the report to the Statewide Central Intake, the reporter must identified his/herself as a Home Visiting Service Provider and whether the allegations involve a Home Visiting client or family. After the mandated reporter reports the incident to Statewide Central Intake, the service provider shall notify the alleged abuse and/neglect to the assigned CYFD program manager within 24 hours of the report, utilizing the “Incident Report” format.

3. Database Requirements:

- Ensure that all database requirements are met and entered into the Home Visiting database and provide the required reports as requested by the Agency. Including submission of quarterly reports for each site, in a format designated by the Home Visiting Program Supervisor, by October 15th, January 15th, April 15th and the final summary report due at the end of each fiscal year.

4. Family Files:

- Maintain Family Files onsite according to HIPAA (Health Insurance Portability and Accountability Act) requirements. Ensure that the Family Files include at a minimum the following information:
  
  o Mother’s prenatal provider;
  o Prenatal appointments;
  o Arrangements for labor, delivery;
  o Educational materials provided;
  o Assistance with healthcare arrangements;
  o Discussion with families about child’s health;
  o Observations about parent/child attachment;
  o Identification of family’s informal support network; and
  o Referrals to other services.
Performance Measures: \(^3\)

The required performance measures were developed to directly align with the Home Visiting Accountability Act, Home Visiting Program Standards and the Goals set forth in this scope of work. Through the ongoing program monitoring, home visiting programs are measured by (a) overall compliance with the requirements set forth in this Scope of Work; and (b) notable progress and continuous quality improvement in the following Performance Measures:

Goal 1: Babies are Born Healthy

1. Outcome: Improve prenatal and maternal health outcomes, including reducing preterm births
2. Outcome Measurements:
   a. Connection to prenatal care
   b. Discontinuation of substance use during pregnancy
   c. Rates of screening and referral to services for postpartum depression
   d. Initiations of breastfeeding
   e. Rates of immunization by age 2
   f. Babies born to women who received prenatal home visiting services weigh at least five (5) pounds, eight (8) ounces at birth;
   g. Completion of recommended well-child pediatric health care visits
   h. The percentage of babies and children receiving the last well-child visit recommended for their age by the American Academy of Pediatrics \(^4\)
3. Required Data to Report:
   a. Number of families that have received a Perinatal Questionnaire (PNQ)
      i. Information regarding an infant’s birth including prenatal care, birth weight, and mother’s experience with pregnancy, percentage of families demonstrating progress in accessing prenatal care and well child check visits.
   c. Edinburgh Postnatal Depression Scale (EPDS)
      i. Used to identify women at risk for prenatal and perinatal depression
      ii. Of the families demonstrating risk for depression, the percentage that were referred to community agencies.

Goal 2: Children are nurtured by their Parents and Caregivers

1. Outcomes:
   a. Promote positive parenting practices

\(^3\) The most up-to-date CYFD Home Visiting Program Standards govern the scope of work. In order to maintain flexibility with the ever changing developments of the home visiting system the Home Visiting Program Standards may be updated and amended. Service providers are informed about the amendments and updates through Guidance Memorandums, Ask the Manager Calls, Technical Assistance contacts, and quarterly meetings. The current CYFD Home Visiting Program Standards are located at the following link. CYFD.org…XXXX

\(^4\) Data Development Recommendation annual report pp.18
b. Build healthy parent and child relationships

2. Outcome Measurement:
   a. Caregiver progress in practicing positive parent-child interactions, as measured by the PICCOLO observational tool

3. Required Data to Report:
   a. Caregiver progress in practicing positive parent-child interactions, as measured by the PICCOLO observational tool

Goal 3: Children are Physically and Mentally Healthy

1. Outcomes:
   a. Improve prenatal, maternal, infant or child health outcomes, including preterm births
   b. Support children’s cognitive and physical development

2. Outcome Measurement:
   a. Percentage of children screened on schedule for potential delay in development with the ASQ-3 or ASQ-SE screening tool
   b. Percentage of children screened as at risk of delay who are referred successfully to available services

3. Required Data to Report:
   a. Percentage of children receiving regular well-child exams, as recommended by the AAP
   b. Percentage of infants on schedule to be fully immunized by age 2
   c. Number of children identified with potential developmental delay and, of those, how many began services within two months of screening

Goal 4: Children are Ready for School

1. Outcomes:
   a. Enhance children’s social-emotional and language development
   b. Increase children’s readiness to succeed in school

2. Outcome Measurement:
   a. Percentage of children screened on schedule for potential delay in development with the ASQ-3 or ASQ-SE screening tool
   b. Percentage of children screened at risk of delay who are referred successfully to available services
   c. The number of days in a week that family members report reading to their infants and children. The American Academy of Pediatrics recommends to read aloud to children for 30 minutes daily beginning when they are infants

3. Required Data to Report:
   a. Any increases in school readiness, child development and literacy
   b. The number of days in a week that family members report reading to their infants and children
   c. Number of children that received an Ages & Stages questionnaire and what percent scored age appropriately in all developmental domains

Goal 5: Children and Families are Safe
1. Outcomes:
   a. Improve the health of eligible families
   b. Provide resources and supports that may help to reduce child maltreatment and injury

2. Outcome Measurement:
   a. Identified as at risk of domestic violence on the Relationship Assessment Tool
   b. Identified as at risk of domestic violence who have a safety plan in place
   c. Identified as at risk of domestic violence who are referred to and receive support services
   d. Engaged in discussion of unintentional injury prevention

3. Required Data to Report:
   a. Decreases in child maltreatment or child abuse
   b. Any reductions in risky parental behavior
   c. The number of reported and substantiated cases of maltreatment experienced by children after entry into the home visiting program

Goal 6: Families are Connected to Formal and Informal Supports in their Communities

1. Outcomes:
   a. Improve the health of eligible families
   b. Improve the coordination of referrals for, and the provision of, other community resources and supports for eligible families

2. Outcome Measurements:
   a. Families identified for referral to support services in their community, by type
   b. Families identified who receive referral to available community supports, by type
   c. Families referred who are actively engaged in referral service, by type

3. Required Data to Report:
   a. Percentage of children receiving home visiting services who are enrolled in high-quality licensed child care programs.

Participate in all trainings including reflective supervision phone calls, and quarterly meetings as required by the Agency.

Participate in the New Mexico Tiered Quality Rating and Improvement System (TQRIS), Home Visiting, and FOCUS in the timelines specified by the Agency.

Submit monthly invoices, by the 15th of each month, to: Alejandra Rebolledo, CYFD/ECS/OCD, PO Drawer 5160, Santa Fe, New Mexico 87502-5160.

*************** END OF SCOPE OF WORK ***************

B. BUSINESS SPECIFICATIONS

Any “Fail” may result in your proposal being deemed non-responsive and may be rejected on that basis.
1. Financial Stability (Pass/Fail)
   Offerors must submit copies of the most recent years independently audited financial statements and the most current 10K, as well as financial statements for the preceding three years, if they exist. The submission must include the audit opinion, the balance sheet, and statements of income, retained earnings, cash flows, and the notes to the financial statements. If independently audited financial statements do not exist, Offeror must state the reason and, instead, submit sufficient information (e.g. D & B report) to enable the Evaluation Committee to assess the financial stability of the Offeror.

2. Letter of Transmittal Form (Pass/Fail)
   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.

3. Campaign Contribution Disclosure Form (Pass/Fail)
   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).

4. Cost Response Form / Budget Narrative (Pass/Fail)
   The Offeror must complete the unaltered Cost Response Form and submit a copy with the Offeror’s proposal. This must be accomplished by utilizing the form located in APPENDIX D.

   The cost per family and operational costs are set at the current prevailing rate posted on http://cyfd.org/home-visiting. The current per-child reimbursement rate established by CYFD is posted on the CYFD and New Mexico Kids website, http://cyfd.org/home-visiting, www.newmexicokids.org. This rate may be adjusted at any time during the contract period and will be implemented through a Contract Amendment as needed.

   The proposal narrative must correspond to the proposed budget. The narrative must be clear, concise, and organized in a way that the reader is able to clearly understand how the offeror proposes to provide the following Levels of Home Visiting Services, including the specific population to be served, number of families/children, and the justification for the funding requested.

   The proposed funding (budget) structure shall be clearly reflected in the proposal narrative:

   - **Level I Base Rate** - Requires adherence to Level I Program Standards.
   - **Level I Base Rate Plus** - For Level I services that require additional cost (e.g. travel to rural areas, serving high-need Level I families that require more
intensive (higher “dosage”) and/or higher than required staff qualifications, training/additional professional development).

5. **Resident Business or Resident Veterans Preference [if applicable]**

To ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended), Offerors must include a copy of their preference certificate in this section. In addition, for resident Veterans Preference, the attached certification Form (APPENDIX G) must accompany any Offer and any business wishing to receive the preference must complete and sign the form.

C. **TECHNICAL 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. The proposal narrative shall not be no more than ten (10) pages in length per program option.

Within the proposal narrative, Offerors must clearly identify and provide a response to each of the following Technical Specifications:

1. **Organizational Experience / Capability [300 Points]**

   Offeror must:

   a. Provide a brief description of relevant corporate experience with state government and private sector. The experience of all proposed subcontractors must be described here. The narrative must thoroughly describe how the Offeror has supplied expertise for similar contracts and must include the extent of their experience, expertise and knowledge as a provider of home visiting services. All Home Visiting Services provided to private sector will also be considered.

   b. Demonstrate an understanding of the proposed service area and an ability to respond to the cultural, linguistic and socio economic needs of that area.

   c. Demonstrate an understanding of the Home Visiting Program Standards.

   d. Describe your organizations capability to provide the required Home Visiting Services including forming teams of at least three (3) individuals with an identified supervisor located in the same site.

   e. Describe your mission, goal and objectives and how they align with the five (5) outcomes identified in the Logic Model.

   f. Identify how your organization collaborates with other agencies in the local community to establish a comprehensive and aligned system of care.

   g. Describe how you will ensure that cultural and linguistic sensitivity will be included in all aspects of program planning and service delivery by having bilingual and culturally sensitive staff.
h. Describe your experience and expertise in servicing the identified population from a prevention approach.

i. Describe your organization’s capacity to apply and implement the New Mexico Home Visiting Program Standards.

j. Describe how Programs will recruit degreed as well as non-degreed professionals who have knowledge and experience in infant and early childhood development or infant/early childhood mental health as part of their home visiting team.

k. Describe your organization’s utilization (or plan to utilize) of the New Mexico Association for Infant Mental Health competencies as a foundational approach to guide services.

l. Describe your agency capacity and existing infrastructure to implement the home visiting data management system.

m. Describe how your organization will support the participation of home visiting staff to all training required by CYFD.

n. Describe your organizations capacity to hire and maintain the staffing patterns as described in the New Mexico Home Visiting Program Standards, and one Program Manager/Director.

o. Describe your ability to provide quality services delivered to home visiting clients which includes but is not limited to meeting the needs of families’ language and culture including supports for Dual Language Learners.

p. As defined in the New Mexico Home Visiting Program Standards, describe how the agency will build or has the capacity to provide the following:
   - Reflective Supervision
   - Administrative Supervision
   - Field Supervision

q. For Existing Programs Only: Offeror must disclose and provide a listing of all currently active CYFD Home Visiting Contracts. Offeror must be in substantial compliance with all current CYFD contracts’ Scope of Work, specifically any Home Visiting contracts. (NOTE: If your organization does not have a current contract with CYFD particularly Home Visiting, disclose that in your response to this section).

   i. Disclose the number of families your organization proposed to serve as part of your Home Visiting contract versus the number of families you are currently serving.

   ii. Disclose the amount of funding you were awarded under your Home Visiting Contract(s) versus the current amount of funding allotted in your active Home Visiting contract.

   iii. Include the county you are currently providing services to.
2. **Program Design [200 Points]**

   In assessing Program Design, the Evaluation Committee will examine the degree to which the Offeror demonstrates how they are particularly well-suited in solving the identified community needs.

   a. Describe how your organization will identify and engage members of the target population, including those in rural and underserved areas.

   b. Describe the plan for maintaining current services, enhancing existing services, and/or initiating new services for the target population. Provide in detail how your program proposes to engage clients from the time of first contact, through services delivery addressing the detailed Prenatal, Newborn/Toddler, Referral and Follow-Up service components.

   c. Describe in detail how your organization will address and document required supervisory components including:
      i. Field Supervision
      ii. Reflective Supervision
      iii. Administrative Supervision

   d. Describe how your agency will apply and implement the *New Mexico Home Visiting Program Standards*, relevant to program design.

   e. Describe the process your organization would implement to share and incorporate the information provided by the Agency.

   f. Describe how Reflective Supervision will be incorporated into the service delivery design.

   g. Describe the role of case management and parent/child interaction will have in your program design.

   h. Identify the curriculum your agency will utilize and how home visiting staff will be trained in the specifics of that curriculum.

3. **Target Population [250 Points]**

   Offerors will be scored based upon the depth, breadth and value of each response to the requirements set forth.

   Targeted Populations - Expectant parents and/or those with children under age three (3) throughout the State of New Mexico.

   a. Describe in detail (provide supporting data) the target population to be served through the proposed Home Visiting Services. Describe unmet Home Visiting
Service-delivery needs. Describe the number and percentage of parents and caregivers within the target population the agency intends to serve.

b. Describe the geographic area to be served, especially rural unserved and underserved geographic service areas.

c. Indicate if the agency is experienced in providing services to rural unserved and underserved areas and how the agency will provide services for rural unserved and underserved areas.

d. Describe the agency’s experience and plan to serve Early Childhood Investment Zone Communities and/or communities in need of intervention services identified (in Appendix H) due to poverty, infant mortality, and child abuse and neglect.

4. Outcomes [50 Points]

CYFD has identified the specific Performance Outcomes and Performance Measures required for the Home Visiting Service as outlined in the Home Visiting Program Standards. Offerors will be scored based upon the depth, breadth and value of each response the requirements set forth.

a. Describe the organization’s experience collecting and tracking performance outcomes.

b. Describe the process your organization will implement and utilize the CYFD home visiting data management system to collect and report the performance information required. See New Mexico Home Visiting Program Standards data management section.

c. Discuss in detail how you will use the performance and assessment information to better serve the clients’ needs and ensure delivery of appropriate services including when referral are indicated.

5. Staff Qualifications [200 Points]

Below are the Staff Qualification Requirements for this RFP.

Home visiting staff comprised of licensed professional, nurses, social worker and other early childhood professionals who have knowledge and experience in infant/early childhood development and/or infant/early childhood mental health, and non-degreed professionals who are suited to perform home visiting duties, and the plan for these non-degreed professionals to meet the professional development requirements stated in the New Mexico Home Visiting Program Standards.

Home Visiting program staff must have access to a licensed clinical professional on staff or under sub-contract with early childhood experience and Infant Mental Health (IMH) Endorsement (or obtaining endorsement within two years of hire/contract) to address issues affecting pregnancy, neonatal care, post-partum depression and other pertinent
medical concerns affecting pregnancy and delivery as well as issues affecting newborns and toddlers.

- Programs must recruit degreed professionals who meet the qualifications as specified in the New Mexico Home Visiting Program Standards as part of their home visiting team; or non-degreed professionals that meet the timelines for completion of the degree path as specified in the New Mexico Home Visiting Program Standards.

- The team must follow the staffing patterns as defined in the New Mexico Home Visiting Program Standards. The program must have a program manager/director housed within the same location, if program manager/director works in other agency programs, a cost allocation plan must be submitted with the proposal for consideration. The Program Director must have at least a Bachelor’s Degree with at least five year experience in early childhood.

Information provided below will not be included in the ten (10) page limitation required for the narrative. Offeror will be scored based upon the depth, breadth and value of their response to Staff Qualifications set forth and in response to the following supporting information.

a. Staff knowledge of Infant Development (prenatal to age three).
b. Individual staff Licenses and Certifications
c. Organizational Chart
d. Cultural Competency of staff, including identification of bilingual staff and position title(s).
e. Caseload size
f. Service setting / environment
V. EVALUATION

A. EVALUATION POINT SUMMARY

The following is a summary of evaluation factors including point values assigned per sub-category. The points values assigned per sub-category will be used in the evaluation of individual potential Offerors proposals received for this RFP.

Offerors proposing to serve specific program options will be evaluated, scored and ranked against other Offerors proposing the same program options. Each program option will be evaluated separately.

TABLE 1: Level I – New Programs or Expansion for Current Programs

<table>
<thead>
<tr>
<th>Factors – correspond to section IV.B and IV.C</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Business Specifications</td>
<td></td>
</tr>
<tr>
<td>B.1. Financial Stability</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>B.2. Letter of Transmittal Form</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>B.3. Campaign Contribution Disclosure Form</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>B.4. Cost Response/ Budget Narrative</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>B.5. New Mexico Preference - Resident Vendor Points per Section IV. B.5</td>
<td>If applicable</td>
</tr>
<tr>
<td>B.5. New Mexico Preference - Resident Veterans Points per Section IV. B.5</td>
<td>If applicable</td>
</tr>
<tr>
<td>C. Technical Specifications</td>
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</tr>
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<td>C.1. Organizational Experience/Capability</td>
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</tr>
<tr>
<td>C.2. Program Design</td>
<td>200</td>
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<tr>
<td>C.3. Target Population</td>
<td>250</td>
</tr>
<tr>
<td>C.4. Outcomes</td>
<td>50</td>
</tr>
<tr>
<td>C.5. Staff Qualifications</td>
<td>200</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,000 points</td>
</tr>
</tbody>
</table>

B. EVALUATION FACTORS

1. B.1 Financial Stability
   Pass/Fail only. No points assigned.

2. B.2 Letter of Transmittal
   Pass/Fail only. No points assigned.

3. B.3 Campaign Contribution Disclosure Form
   Pass/Fail only. No points assigned.
4. **B.4 Cost Response / Budget Narrative**
   Pass/Fail only. No points assigned.

5. **B.5 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 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 their Preference Certificate and the Resident Veterans Certification Form the Preference Points are one of the following:
      - 10% for less than $1M (prior year revenue)
      - 8% for more than $1M but less than $5M (prior year revenue)
      - 7% for more than $5M (prior year revenue)

6. **C.1 Organizational Experience/Capability**
   Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

7. **C.2 Program Design**
   Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

8. **C.3 Target Population**
   Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response. Additional points will be awarded to targeted communities identified as Early Childhood Investment Zones and/or areas in need of intervention services due to poverty, infant mortality, and child abuse and neglect (see Appendix H).

9. **C.4 Outcomes**
   Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.

10. **C.5. Staff Qualifications**
    Points will be awarded based on the thoroughness and clarity of the response of the engagements cited and the perceived validity of the response.
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

REQUEST FOR PROPOSAL
Community-Based Prevention-Promotion Home Visiting Services
RFP#16-690-15-12214

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 G.

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than May 1, 2015. 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: __________________________ STATE VENDOR 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
Community Based Prevention and Promotion
Home Visiting Services RFP #16-690-15-12214
Children, Youth and Families Department
1120 Paseo de Peralta
PERA Building Room 101
Santa Fe, NM  87501
E-mail: michelle.randall@state.nm.us
APPENDIX B
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)
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
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.

(—OR—)

(CHOICE – MULTI-YEAR)

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 in FYXX, FYXX, FYXX, and FYXX 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
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 CYFD 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 Procuring Agency. Contractor must notify subcontractors that they are subject to Section 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 anyway 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.

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://insurenewmexico.state.nm.us/](http://insurenewmexico.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
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.**
   CYFD 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 clients. The contractor must submit to CYFD Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required to have background checks. CYFD 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 CYFD 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 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.
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the DFA Contracts Review Bureau below.

By: ________________________________ Date:___________
Agency

By: ________________________________ Date:___________
Agency’s Legal Counsel – Certifying legal sufficiency

By: ________________________________ Date:___________
Agency’s Chief Financial Officer

By: ________________________________ Date:___________
Contractor

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: ________________________________ Date:___________
Taxation and Revenue Department

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

By: ________________________________ Date:___________
DFA Contracts Review Bureau
Attachment 1 – Scope of Work

CONTRACTOR NAME

e-SCOPE INSERTED HERE

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 September 3, 2013

Note: All contractors 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)

1. The Board shall ensure that the agency 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 agency has current bylaws that are filed with the appropriate local, state, or federal body. At a minimum, the agency 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 agency 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 agency 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 agency'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) in the agency. 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 employee. A personnel record on each 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. CYFD 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 clients. The contractor must submit to CYFD Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required having background checks. CYFD 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 CYFD 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 clients.
   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 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 agency 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. See attached Source Sheet.

2. The contractor shall comply with all aspects of the provision of the contract, including all insurance, bonding and audit and financial reporting requirements.

**Insurance**

1. The contractor, with the exception of New Mexico higher education institutions, 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 CYFD 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 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 Department or in which the Department 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 CYFD’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 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 CYFD 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;
   h. Cost allocation method;
   i. Accounting policies for donations.

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 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 Department and if applicable, the State Auditor or their designee.

2. The Department 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 Department shall not foreclose the right of the Department 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 CYFD 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 Departments 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 Department 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 of Children, Youth and Families Department.

1. Sole proprietor contractors receiving Department funds under $100,000.00 must submit to the Department the Sole Proprietor Business Reporting Form “Schedule C”. Sole Proprietor billings are subject to review by the CYFD 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 $150,000.00 per year in cumulative Department funds (a total of all CYFD 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 New Assets 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 available upon request to the Department’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 $150,000.00 to $300,000.00 per year in cumulative Department funds (a total of all CYFD 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 have an Independent Auditor’s Report of Agreed-Upon Procedures (AUP) to ensure compliance with contract requirements in accordance with General Accepted Accounting Practice (GAAP). The AUP report shall be available upon request to the Department’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. The selected accounting firm shall not have provided non-auditing services within the year being reviewed.

4. Audits for a contractor receiving $300,000.00 or greater per year in cumulative Department funds (a total of all CYFD 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 available upon request to the Department’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. The selected auditor shall not have provided non-auditing services within the year being audited.

5. Audit for a contractor receiving over $500,000.00 per year in cumulative Federal funds (a total of all contracts awarded to the contractor with in a fiscal year) the contractor must receive an audit as required by the U.S. Office of Management and Budget, Circular A-133 Audits of States, Local Governments and Non-Profit Organizations, and U.S. Office of Management and Budget, Circular A-21, Cost Principles for Educational Institutions. 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 Contractor must have available upon request their audited financial statements within nine (9) months of their fiscal year end to the Agency’s Contract/Audit Unit. 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. The selected auditor shall not have provided non-auditing services within the year being audited.

6. Financial Statements, AUP and Audits must be mailed to:

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

   Children, Youth and Families Department
   Early Childhood Services
   Community Based Prevention and Promotion
   Home Visiting Services
   16-690-15-12214
SOURCE SHEET

ADMINISTRATIVE REQUIREMENTS
Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; also known as the Common Rule.

OMB Circular A-110, Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations.

COST PRINCIPLES
OMB Circular A-21, Cost Principles for Educational Institutions

OMB Circular A-87, Cost Principles for State and Local Governments.

OMB Circular A-122, Cost Principles for Non-Profit Organizations.

FASB and AICPA Statements and Professional Pronouncements.

AUDITS
OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations.

OMB Compliance Supplement for Audits of States, Local Governments and Non-Profit Organizations.


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 Department under the HIPAA Privacy and Security Rules. Accordingly, the parties agree:

- The disclosures the Department 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 Agreement to which the parties have agreed to in the Contract.

- Any disclosures by Contractor of the 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 the individual’s protected health information to the Department. Contractor also agrees that it shall take reasonable affirmative precautions to avoid any unauthorized disclosures of protected health information to third parties.

- Contractor understands it is responsible for reporting unauthorized disclosures, including but not limited to electronic security violations, to the Department’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 Department’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 or the federal Office of Civil Rights has the authority to inspect the parties’ procedures for management of the individual’s protected health information.
APPENDIX D

COST RESPONSE FORM

Offeror Name: ________________________________

RFP Name: Community-Based Prevention and Promotion Home Visiting Services

RFP Number: FY16-690-00-12214

The Offeror understands the Agency will reimburse for salaries, benefits, per diem and mileage, gross receipts tax, training/materials, and other administrative costs (administrative costs not to exceed 10% of the total award); however, this reimbursement is all-inclusive in the flat rate per family established by CYFD. Current rates per family are posted on the CYFD and New Mexico Kids website at http://cyfd.org/home-visiting.

The proposal narrative must correspond to the proposed budget. The narrative must be clear, concise, and organized in a way that the reader is able to clearly understand how the offeror proposes to provide the following Levels of Home Visiting Services, including the specific population to be served, number of families/children, and the justification for the funding requested.

The proposed funding (budget) structure shall be clearly reflected in the proposal narrative:

- **Level I Base Rate** - Requires adherence to Level I Program Standards.
- **Level I Base Rate Plus** - For Level I services that require additional cost (e.g. travel to rural areas, serving high-need Level I families that require more intensive (higher “dosage”) and/or higher than required staff qualifications, training/additional professional development).

Briefly describe the rationale for additional funding ($500 / family) such as travel, training, training material, per diem and mileage.

- Do you currently have a waiting list? Yes____ No _____; if so how many families are on that waiting list? # of families: __________

  If future appropriations from the New Mexico Legislature and other funding sources become available I would like to expand my capacity and be considered for additional funding. ☐ YES ☐ NO

- Briefly explain why you are unable to provide services to those families on the waiting list.
A. **Level I – New Programs or Expansion for Current Programs**

Offeror must propose the **maximum** number of families they are able to serve on Level I and multiply by the current approved rate to equal the total budget.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Maximum Number of Families</th>
<th>Level I Base Rate Multiply # of families by current rate</th>
<th>Level I Base Rate Plus Multiply # of families by $500 / per family for additional costs.</th>
<th>Area / County</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY16</td>
<td>#</td>
<td>$</td>
<td>$</td>
<td></td>
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<tr>
<td>FY17</td>
<td>#</td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

Per Diem and Mileage, and other miscellaneous expenses, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC.
**PROPOSED HOME VISITING BUDGET REQUEST**
Submit one Budget Request for each Program Option for evaluation purposes

<table>
<thead>
<tr>
<th>LINE ITEM BUDGET &amp; JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONNEL SERVICES AND EMPLOYEE BENEFITS</strong></td>
</tr>
<tr>
<td><strong>LINE ITEM NAME</strong></td>
</tr>
<tr>
<td>PERMANENT POSITION-FULL/PART TIME</td>
</tr>
<tr>
<td>TEMPORARY POSITION- FULL/PART TIME</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>CONTRACTUAL SERVICES</strong></td>
</tr>
<tr>
<td><strong>LINE ITEM NAME</strong></td>
</tr>
<tr>
<td>REPORTABLE PROFESSIONAL SERVICES</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>EMPLOYEE TRAVEL</strong></td>
</tr>
<tr>
<td><strong>LINE ITEM NAME</strong></td>
</tr>
<tr>
<td>EMPLOYEE IN-STATE MILEAGE AND FARES</td>
</tr>
<tr>
<td>EMPLOYEE IN-STATE MEALS AND LODGING</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>MAINTENANCE</strong></td>
</tr>
<tr>
<td><strong>LINE ITEM NAME</strong></td>
</tr>
<tr>
<td>MAINTENANCE—FURNITURE &amp; EQUIP</td>
</tr>
<tr>
<td>MAINTENANCE—BLDG'S. AND STRUCTURES</td>
</tr>
<tr>
<td>MAINTENANCE—PROPERTY INSURANCE</td>
</tr>
<tr>
<td>REPORTABLE OTHER MAINTENANCE</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>CONTRACTUAL SERVICES</strong></td>
</tr>
<tr>
<td><strong>LINE ITEM NAME</strong></td>
</tr>
<tr>
<td>SUPPLIES—OFFICE SUPPLIES</td>
</tr>
<tr>
<td>SUPPLIES—EDUCATION/RECREATIONAL</td>
</tr>
<tr>
<td>SUPPLIES—INVENTORY EXEMPT</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td><strong>OTHER OPERATING COSTS</strong></td>
</tr>
<tr>
<td><strong>LINE ITEM NAME</strong></td>
</tr>
<tr>
<td>PRINTING &amp; PHOTOGRAPHIC</td>
</tr>
<tr>
<td>POSTAGE &amp; MAIL</td>
</tr>
<tr>
<td>UTILITIES</td>
</tr>
<tr>
<td>RENT OF LAND &amp; BUILDINGS</td>
</tr>
<tr>
<td>LINE ITEM NAME</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>RENT OF EQUIPMENT</td>
</tr>
<tr>
<td>TELECOMMUNICATIONS</td>
</tr>
<tr>
<td>SUBSCRIPTIONS &amp; DUES</td>
</tr>
<tr>
<td>EMPLOYEE TRAINING</td>
</tr>
<tr>
<td>ADVERTISING</td>
</tr>
<tr>
<td>TOTAL</td>
</tr>
</tbody>
</table>

**OTHER COSTS CATEGORY**

<table>
<thead>
<tr>
<th>LINE ITEM NAME</th>
<th>BUDGET AMOUNT</th>
<th>BUDGET JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE OVERHEAD (limited to 10% of Program Services)</td>
<td></td>
<td></td>
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<tr>
<td>MISCELLANEOUS OTHER EXPENSES - Specify</td>
<td></td>
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<tr>
<td>TOTAL</td>
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</table>

**GRAND TOTAL**

**PROPOSED TRAVEL AND ADDITIONAL FUNDS REQUESTED BUDGET**

- Not to exceed $500.00 per child/family

<table>
<thead>
<tr>
<th>LINE ITEM NAME</th>
<th>BUDGET AMOUNT</th>
<th>BUDGET JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
APPENDIX E
LETTER OF TRANSMITTAL FORM

RFP#: FY16-690-00-12214
RFP Title: Community Based Prevention and Promotion Home Visiting Services
Offeror Name: ________________________________ NM CRS# ____________________
SHARE Vendor #: __________________ Federal ID#: __________________

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.

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

Authorized Signature and Date, 2015
## Appendix F - Cover Page

Community-Based Prevention and Promotion Home Visiting Services  
Request for Proposal # FY16-690-00-12214

<table>
<thead>
<tr>
<th>A. Name of Program:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Mailing and street address:</td>
<td></td>
</tr>
<tr>
<td>C. Telephone number:</td>
<td>Email address:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Applying For: (select all that apply)</td>
<td></td>
</tr>
<tr>
<td>□ Current programs Only requesting Additional Cost Funds -(Complete Section D)</td>
<td>□ Home Visiting Services New Programs or Expansion for Current Programs (Complete Section E)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Current number of children/families served:</th>
<th>E. Please list the following information for proposed Home Visiting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of children/families proposed to served:</td>
</tr>
<tr>
<td></td>
<td>Total amount requested: ($current rate x number of total child/family slots)</td>
</tr>
<tr>
<td></td>
<td>Travel and additional funds requested (not to exceed $500.00 per family)</td>
</tr>
<tr>
<td></td>
<td>Total Funds Requested in this category:</td>
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<td></td>
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</tbody>
</table>

| Total Funding requested for Home Visiting Services      | $ |

| E. Contact person regarding application (person who will have oversight of the program): |
|---------------------------------------------|---|
| Name:                                       | Title: |
| Telephone:                                  | Email Address: |

**Signature of Applicant:** I hereby certify that I am authorized to sign this application, that all information contained in this application contains no willful misrepresentation and that the information is true and complete to the best of my knowledge.

**Authorized Signature:** ___________________________________________ Date _________________________

**Name (print):** ___________________________________________ **Title:** ___________________________________________  

*The information on this form must be completely filled out including signature.*
APPENDIX G

RESIDENT VETERANS CERTIFICATION

New Mexico Preference Resident Veterans Certification

Reminder, a copy of Resident Veterans Preference Certificate must be submitted with the proposal in order to ensure adequate consideration and application of NMSA 1978, § 13-1-21 (as amended).

________________________________________ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans’ preference to this procurement:

Please check one box only

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than $1M allowing me the 10% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than $1M but less than $5M allowing me the 8% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than $5M allowing me the 7% preference on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business’ application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under NMSA 1978, § 13-1-21 or 13-1-22, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

________________________________________
(Signature of Business Representative)* (Date)

*Must be an authorized signatory for the Business. The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or termination of award of the procurement involved if the statements are proven to be incorrect.
APPENDIX H

NM EARLY CHILDHOOD INVESTMENT ZONES

A COLLABORATIVE EFFORT OF NM DEPARTMENT OF HEALTH, CHILDREN, YOUTH AND FAMILIES DEPARTMENT AND THE PUBLIC EDUCATION DEPARTMENT
POVERTY, INFANT DEATHS AND CHILD ABUSE  
IN NEW MEXICO HIGH RISK NEIGHBORHOODS

The Community Assessment infrastructure developed by the New Mexico Department of Health allows for precise targeting of high risk neighborhoods based on multiple risk factors and social determinants of health. IBIS and NMCDC support the Department of Children, Youth and Families to direct resources to areas of most need, build capacity among program planners and interventionist to use data effectively, and track the impact of state programs to improve population health.

New Mexico Department of Health Indicator Based Information System (IBIS) - https://ibis.health.state.nm.us/  
New Mexico Community Data Collaborative (NMCDC) - http://nmcdc.maps.arcgis.com/home/index.html
CHILD ABUSE AND NEGLECT, HIGHEST RISK NEIGHBORHOODS
Rate per 1000 Children Under 18, Census Tracts, 2007-2011 (NM CYFD, Protective Service Division)
High Risk defined as rate per 1000 greater than 50% higher than state rate of 10.2
FAMILIES WITH CHILDREN LIVING IN POVERTY, HIGHEST RISK NEIGHBORHOODS
Percent under 100% of Federal Poverty Line, 2008-2013 (US Census, ACS)
High Risk defined as highest 20% of Census Tracts (55% or greater of families; NM percent = 24.2%)
INFANT MORTALITY, HIGHEST RISK NEIGHBORHOODS
Rate per 1000 Children under 1, 2002-2011 (NM Department of Health, Vital Records)
High Risk defined as highest 20% of Small Areas (greater than 7.1 per 1000; NM rate = 6 per 1000)
CHILD ABUSE, POVERTY AND INFANT DEATHS, ALBUQUERQUE, NM
This map shows high risk neighborhoods for all three risk factors. See explorable New Mexico Map at the New Mexico Community Data Collaborative: [http://arcg.is/1AiL27T](http://arcg.is/1AiL27T).
CHILD ABUSE, POVERTY AND INFANT DEATHS, NEW MEXICO
This map shows high risk neighborhoods for all three risk factors. See explorable New Mexico Map at the New Mexico Community Data Collaborative: [http://arcg.is/1AiL27T](http://arcg.is/1AiL27T).
Appendix I

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.

Offeror Signature _______________________________ Date __________________________