

Direct Youth Services – Boys Council & Girls Circle  
RFP FY25-DWI-04R  
Addendum #1  
Issued September 30, 2024

Please see revised Sequence of Events:

Action	Responsible Party	Due Dates
1. Issue RFP	Sandoval County	SEPTEMBER 22, 2024
2. Return of Acknowledgement of Receipt Form	Potential Offerors	SEPTEMBER 24, 2024
3. Mandator Pre-Proposal Conference and Site Visit	Sandoval County and Potential Offerors	N/A
4. Deadline to submit Questions	Potential Offerors	SEPTEMBER 26, 2024
5. Response to Written Questions	Procurement Manager	SEPTEMBER 30, 2024
<b>6. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>OCTOBER 11, 2024 AT 3:00 PM MDT</b>
7. Proposal Evaluation	Evaluation Committee	TBD
8. Selection of Finalists	Evaluation Committee	TBD
9. Contract Awards	Sandoval County	TBD
10. Protest Deadline		+15 days

Below are the answers given for questions received:

- Given the quick turnaround time on this opportunity, would the funder consider a fully electronic submission process instead of mailing in the proposal components? The costs associated with printing, assembling, and mailing eight binders in sealed envelopes are significant, and there are only a few pages in each required section.  
Sandoval County is not accepting digital submissions at this time. However, if mailing eight three ring binders is cost prohibitive, a vendor may send the requested proposals and copies without the binders, so long as each copy is clearly marked.
- Is it the County’s intent to award one award or multiple awards?  
This will be a single award.

3. AMIkids, Inc. would like to apply for the grant and have the work performed by our local affiliate, AMIkids Family Services, Inc. Would this be allowable for the contract?  
**Yes.**
4. Page 1 Section D. Term of contract indicates the contract is for one year; however, it indicates commencement on the date of execution with a termination on June 30, 2025. Does this mean that the initial contract will be for less than one year? Does that impact subsequent term available? What should a proposer use as the start date of this contract term?  
**The initial contract will be based upon the closing date of the RFP, review of applicants, and award process timeline. As the fiscal year has already started, the start date will be no earlier than November 1, 2024 and the end date will be June 30, 2024. Any subsequent years for the award will be based upon the fiscal year.**
5. What documentation should be provided to satisfy C. General Requirements 24. Disclosure Regarding Responsibility (pg. 9)? Does one of the required appendices meet this requirement?  
**A signed statement will suffice.**
6. Page 11 Section 27. New Mexico Preferences Indicates that offerors MUST include a copy of their preference certificate. If the offeror does not have a certificate, does that make the proposal disqualified? Can the offeror include evidence that an application for the certificate has been made in lieu of the certificate?  
**In order to gain the New Mexico Preference points possible, and Offeror must provide a current valid certificate. However, if an Offeror does not have a certificate, they will not be disqualified from participation in the procurement process.**
7. Page 12 Section 27. New Mexico Preferences indicates that the preferences shall not apply when the expenditures include federal funds. Can you confirm whether federal funds will be expended?  
**At present federal funds are not in use, but that does not preclude their use in the future.**
8. The Table of Contents outline (p. 13) indicates we should include (D) Response to Contract Terms and Conditions. What should be included in this section to satisfy this requirement?  
**The Offeror should provide a statement of their acknowledgement of the contract terms and conditions, and, if any, a list of any terms they wish to contest.**
9. For IV. Specifications, A. Detailed Scope of Work (p. 14), does the Proposer need to provide any information for these 15 items, or simply affirm we will be complete them?  
**Affirmation of these 15 items is sufficient. Any changes to any of these items needs to be presented in the proposal.**
10. Page 15 A. Detailed Scope of Work item 6 indicates the number of sessions allowed for the fiscal year. Will this be adjusted to reflect the shorter timeframe in the first fiscal year?  
**No, the allowable number of sessions will remain at 210 sessions each for Girls Circle and Boys Council for this fiscal year for the award.**
11. Page 15 A. Detailed Scope of Work item 7 indicates the amount payable and number of sessions for both Girls Circle and Boys Council. Can the sessions be reallocated between the two if referrals are greater for one over the other?

The number of sessions is pursuant to the grant agreement Sandoval County has with CYFD. If the contractor notices a trend of higher amount of sessions for one of the genders, a request could be made to CYFD to amend the number of sessions for each circle, then a subsequent amendment could be made to the contractor's contract.

12. Page 15 A. Detailed Scope of Work item 10 Match Contribution. Is there a requirement to report use of community-based sites as determined by the Sandoval County Juvenile Justice Advisory Board as in-kind services?

If community-based sites are utilized for these sessions, an in-kind rate will need to be determined for each site. Building Usage must be verifiable by either rental agreement or mortgage agreement with proof of payment. Utilizing donated areas cannot be reported for in-kind match.

13. The Performance Measures (p. 15) include tracking the number of delinquency prevention activities and mentoring opportunities in which youth participate. Can the funder explain what the expectation is of the Provider for these measures? Are these activities taking place during the Circle/Council session or in addition to?

The measures will be provided to the County each month by the contractor. The contractor must obtain, upon initial participation, demographics of the participants. The contractor will then track the activity information of each youth and provide this information to the County.

14. Page 16, Organizational References indicates that the forms must be submitted on or before the date indicated in the sequence of events for inclusion in the evaluation process. Please confirm if this means they must be submitted by the proposal evaluation date (TBD) or by the proposal submission date (October 4<sup>th</sup>).

The Organization Reference Questionnaires must be submitted by the deadline indicated on the form, which in this case is by 3:00 PM MDT on October 4, 2024.

15. In 3. Mandatory Specifications, (c), (p.17), the Proposer is asked to write how they would "demonstrate 'Networking' capabilities in the designated sites with local schools and community-based sites in rural areas and pueblos." Does the funder want us to discuss how we will network with other organization, or our internet network capacity to provide services? As this is an in-person model, we assume it refers to people networking, but would like clarification on the point.

This is in reference to networking with people or organizations, i.e. schools, pueblos, rural sites, etc.

16. Appendix E: Conflict of Interest Affidavit Form. Please confirm whether the form must be signed and notarized if selecting that the terms are inapplicable.

If the terms of the Conflict of Interest Affidavit are inapplicable for the Offeror, the Offeror should check the box at the bottom of the form that states "Terms of the Conflict of Interest Affidavit are inapplicable" and include the completed form with their proposal.

17. Is there a preferred format for the cost proposal (p. 13) that Proposers should use in their response?

A cost proposal is not needed as the costs are set by a reimbursable rate pursuant to CYFD.

18. Page 14 Cost Proposal B indicates that offeror should provide costs per task. Please confirm whether these tasks should align with the reimbursable fee per session (identified in the Detailed Statement of Work item 8). For example, fee for intake session, fee for planning session, fee for

group session, fee for survey completion, etc. and also align with the activities to be tracked (identified in Detailed Statement of Work item 15).

A cost proposal is not needed as the costs are set by a reimbursable rate pursuant to CYFD.

19. Please confirm that the cost proposal is requesting a unit cost of services.

A cost proposal is not needed as the costs are set by a reimbursable rate pursuant to CYFD.

20. Please confirm the payment methodology is based on the unit cost times the number of sessions provided, or is the payment methodology based on actual expenditures?

The payment methodology is based on each session for each group, i.e. \$210 for one session of Girls Circle, \$210 for one session of Boys Council.