



**CITY OF RATON  
REQUEST FOR PROPOSALS  
No. RJ 2024-05-31**

**Direct Youth Services  
Restorative Justice Program**

**Released: May 30, 2024  
Proposals Due: June 13, 2024 at 5pm**

## **INTRODUCTION**

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

The purpose of the Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiations for the procurement of direct youth services/Restorative Justice Program for FY25-FY27. The contract term will be for three years. The actual contract date will be dependent upon the City of Raton obtaining approval from CYFD to subcontract these services.

### **B. BACKGROUND INFORMATION**

The City of Raton is the fiscal agent for the grant funding received from CYFD. The goal of the grant is to improve the Juvenile Justice System and decrease the incidences of juvenile delinquency in the community while increasing the emphasis on prevention and early intervention in juvenile justice services. The objective is to provide a continuum of cost-effective services and temporary, non-secure alternatives to detention in the City of Raton, Colfax County and Union County for youth who have been arrested or referred to the juvenile probation office. To meet this objective, the City of Raton employs a part-time Continuum Coordinator and has a Community Advisory Board who oversees the programs. The City of Raton, contingent upon CYFD funding, agrees to Sub-Contract with a Sub-Contractor to provide direct youth services through the Restorative Justice Program.

“Restorative Justice is a Program to address the needs and roles of victims of crime, offenders, and communities, rather than the legalistic system that holds offenders purely in relation to violation of the state and law. Restorative Justice will also allow program services to Public Schools in Colfax and Union Counties with a Referral completed for the need of a Restorative Justice Circle as referred on the Referral.

Victim needs include a sense of increased involvement and empowerment with the criminal justice process, including learning the facts contributing (to) the crime and allowing healing through the telling of their story.

The offender needs center around having the offender empathize with the victim and take responsibility for their actions. The community is involved as a 'secondary victim' and is encouraged to have their voices heard, while also contributing to how a safer, healthier community can be achieved.

Restorative justice has 3 pillars: (1) focusing the harm and resulting needs primarily of the victim, but also the community and offender, (2) the obligations of the offender or referral to repair the harm as best as possible, and (3) the engagement or participation of all these stakeholders in the justice process.”

### **C. SCOPE OF PROCURMENT**

Minimum proposed services should include:

- The Sub-Contractor will work with the Continuum Coordinator who is independent from the Sub-Contractor and hired by the City of Raton to ensure compliance with all program requirements and to coordinate with the Sub-Contractor's Restorative Justice Facilitator(s).
- The Sub-Contractor must have trained Facilitator(s) to facilitate the Restorative Justice Circles.
- The Contractor and Sub-Contractor will also be required to receive the mandated trauma responsive care and service delivery training (Trauma Responsive Care and Services Training Requirement in accordance with KEVIN S., et. al. v. BLALOCK, et al., No. 1:18-cv-00896).
- The total amount of the monies payable to the Sub-Contractor for Restorative Justice Services under this agreement shall not exceed the amount of \$76,000.00 per fiscal year for FY25, FY26, and FY27. Pre-Conference work entails a pre-conference with the victim/offender and submitting an acceptance letter to CYFD JPO after receiving a Referral from the referring entity (JPO/School). The fee for Pre/post work is \$60.00 per hour and a total 600 hours, 200 Circles at \$200.00 per Circle.
- The City of Raton Continuum to include the Sub-Contractor Shall be required to source a minimum of forty percent (40%) of the total budgeted grant amount with local matching funds. The Sub-Contractor is required to report all expenses not covered by FY25, FY26, and FY27 Grant as a Match Contribution to the \$76,000.00 of annual Grant Funding. The local matching funds may consist of money, land, equipment, of in-kind services to be

reported to the Continuum Coordinator every month with monthly invoicing by the Subcontractor. Invoicing will be due to the Continuum Coordinator by the 5<sup>th</sup> of every month for the month prior. Upon receiving Sub-Contract approval, the City of Raton Continuum Coordinator will meet with the FY25-FY27 Sub-Contractor and will train all staff and program management about the Match Requirements and will distribute a schedule for the FY25-FY27 Contract that must be met and Signatures of all in attendance will be obtained on the training record sheet provided by the City of Raton Continuum Coordinator and a copy will be given to every individual in attendance as proof for individual records and Sub-Contractor record.

- The Sub-Contractor will be required to complete all referrals for the RJ Program and will be required to share all data with the City of Raton Continuum Coordinator.
- The Sub-Contractor shall not bill Medicaid or any insurance for the services provided in the Restorative Justice Program.
- The City of Raton will bind Sub-Contractor to the terms of the FY25-FY27 Funding and amendments provided by the State of New Mexico Children, Youth, and Families department agreement.
- The Sub-Contractor will be responsible for having an electronic copy and a hard copy of all Contracts, Notes, Participant Demographics, Data, and Trainings.
- The Sub-Contractor will ensure facilitators are available to attend the City of Raton Continuum Advisory Board Meetings to give Program Updates and Upcoming Events Information, if unable to attend the CORCAB Meetings, please email a monthly update to the City of Raton Continuum Coordinator.
- The Sub-Contractor will work with the Continuum Coordinator on Referrals for Participants of the Program and will provide all data necessary to allow the Contractor to be able to measure Outcomes and Performance measures as set in the FY25-FY27 Contract between the City of Raton and CYFD.
- The Sub-Contractor will provide all monthly notes to the City of Raton Continuum Coordinator with dates and ID's of all Pre-Circle, and Post work.
- The Sub-Contractor will email a schedule of all Circles to the Continuum Coordinator, Victims, Offenders, and Referring Agency to include the date, time, and location of the RJ Circle.
- The Sub-Contractor will have a system in place to receive all referrals via e-scan or fax and will email referrals to the Continuum Coordinator no later than three (3) days after receiving the Referral.
- The Sub-Contractor shall submit certified and documented invoices and vouchers monthly for actual work performed and expenses incurred to the Contractor. The Sub-Contractor's failure to submit such payment vouchers, invoices, and supporting documentation within 5 days after they are due the 5<sup>th</sup> of every month, may result in the non-availability of funds for payment and/or denial of payment by the City of Raton.
- The Sub-Contractor will provide services in all locations in Colfax and Union Counties and will fulfill all referrals in Restorative Justice not to exceed 200 Circles.

- The Sub-Contractor will maintain all Collaborative Partnerships with a Positive Attitude and Continuing Collaborative Efforts to ensure the success of the Programs in the Restorative Justice Program.
- Pursuant to Article VIII, the Sub-contractor will be subject to Maintenance of Records and Financial Audit of FY25-FY27 Agreement.
- The Contractor has the right to terminate services with a 30-day written notice to the Sub-Contractor if any areas of the scope of procurement are not being fulfilled.

Proposals will be evaluated, and an award made to the most responsible, responsive offeror submitting the proposal most advantageous to the City of Raton. The City of Raton reserves the right to reject any or all proposals or any portion thereof as deemed in the best interest of the City.

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

1. The City of Raton 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: Michael Anne Antonucci, Treasurer/Procurement Manager  
Address: P.O. Box 910, 224 Savage Avenue

Telephone: (575) 445-9551  
Fax: (575) 445-3398  
Email: [mantonucci@cityofraton.com](mailto:mantonucci@cityofraton.com)

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. Evaluation Committee members do not have the authority to respond on behalf of the City of Raton.

Any bidder or offeror who is aggrieved in connection with a solicitation or award of a contract may protest to the Procurement Manager. The protest shall be submitted in writing within fifteen calendar days after knowledge of the facts or occurrences giving rise to the protest. Protests of the solicitation or award must be delivered by mail to the Procurement Manager. Only protests delivered directly to the Procurement 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.

## II. CONDITIONS GOVERNING THE PROCURMENT

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

### A. SEQUENCE OF EVENTS

Action	Responsible Party	Due Dates
1. Issue RFP	City of Raton	5-30-2024
2. Distribution List	City of Raton	6-5-2024
3. Deadline to Submit Questions	Potential Offerors	6-7-2024
4. Response to Written Questions	Procurement Manager	6-10-2024
<b>5. Submission of Proposal</b>	<b>Potential Offerors</b>	<b>6-13-2024</b>
6. Proposal Evaluation	Evaluation Committee	6-18-2024
7. Contract Awards	City Commission	6-25-2024
8. Protest Deadline	Procurement Manager	T-+15 days

### 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 City of Raton on May 30, 2024.

#### 2. Acknowledgement of Receipt

Potential Offerors should hand deliver, return by facsimile, regular mail or email 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 5:00 pm MST on **June 13, 2024**.

The procurement distribution list will be used for 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. **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 5:00 p.m. MST on June 07, 2024 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 documents which form the basis of question.

### 4. **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: [www.ratonnm.gov](http://www.ratonnm.gov)

### 5. **Submission of Proposal**

All proposals must be received by the City of Raton, no later than the date and time specified. **Proposals received after the deadline will not be accepted.** The date and time of receipt will be recorded on each proposal. Proposals must be hand delivered or mailed to:

City of Raton  
Office of the City Clerk  
Attn: Michael Anne Antonucci, Procurement Mgr.  
224 Savage Avenue, P.O. Box 910  
Raton NM 87740  
575-445-9551

Offeror must submit 1 original and (3) copies of its proposal in a sealed envelope or container labeled on the outside to clearly indicate that they are in response to the City of Raton Direct Youth Services/Restorative Justice Program RFP #RJ 2024-05-31. Submittals are due by 5 p.m., Thursday, June 13, 2024 in the Office of the City Clerk.

Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. 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 City of Raton signature on the contract(s) resulting from the procurement has been obtained.

## **6. 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 clarifying aspects of the proposals. However, proposals may be accepted and evaluated without such discussion. Discussions SHALL NOT be initiated by the Offerors.

## **7. Finalize Contractual Agreements**

Any Contractual agreement 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 City of Raton. In the event mutually agreeable terms cannot be reached with the apparent most advantageous Offeror in the time specified, the City of Raton reserves the right to finalize a contractual agreement with the next most advantageous Offeror(s) without undertaking a new procurement process.

## **8. 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 City of Raton.

The contract shall be awarded to the Offeror whose proposal is the most advantageous to the City of Raton, 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 City Commission approval. The selected sub-contractor will be required to provide their NM Business Taxpayer Identification Number (BTIN #), Federal EIN # and be actively registered with Sam.gov and provide Unique Entity ID (UEI).

## **9. Protest Deadline**

Any protest by an Offeror must be timely and in conformance with NMSA 13-1-172 and applicable procurement regulations. 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 MST on the 15<sup>th</sup> day. Protests



must be written and must include the name and address of the protestor and the request for proposal number. It must also contain a statement of the grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the party listed below. The protest must be delivered to:

Michael Anne Antonucci, Procurement Manager  
P.O. Box 910, 224 Savage Avenue  
Raton NM 87740

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 the City of Raton which may derive from this RFP. The City of Raton entering into a contractual agreement with a vendor will make payments to only the prime contractor.

### **4. 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.

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

Offerors will be allowed to withdraw their proposals at any time prior to the

deadline for receipts 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 receipts of the proposals is governed by the applicable procurement regulations.

## **6. 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.

## **7. Disclosure of Proposal Contents**

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

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

## **8. No Obligation**

This RFP in no manner obligates the City of Raton to the use of any Offeror's services until a valid written contract is awarded and approved by appropriate authorities.

## **9. Termination**

This RFP may be canceled at any time 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 City of Raton.

## **10. Sufficient Appropriation**

Any contract awarded because of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such terminations will be affected 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.

## **11. 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 Manger.

## **12. 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.

## **13. 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.

## **14. Contract Terms and Conditions**

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

The Agency discourages exceptions from the contract terms and conditions. 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 strongly enough to propose alternate terms and conditions despite 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 are not acceptable to the Agency and will result in disqualification of the Offeror's proposal.

#### **15. 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.

#### **16. Contract Deviations**

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the Agency and the Offeror selected and shall not be deemed an opportunity to amend the Offeror's proposal.

#### **17. 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.

#### **18. 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 if all the otherwise responsive proposals failed to meet the 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.

#### **19. 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.

## **20. 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.

## **21. 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.

## **22. Right to Publish**

Throughout the duration of this procurement process and contract term, Offeror's 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.

## **23. Ownership of Proposals**

All documents submitted in response to the RFP shall become property of the City of Raton.

## **24. 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.

## **25. 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.4, Response to Written Questions).

## **26. 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.

## **27. 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 Lt. Governor or other identified official. Failure to complete and return the signed unaltered form will result in disqualification.

## **28. Letter of Transmittal**

Offeror's proposal must be accompanied by the Letter of Transmittal Form located in Appendix C 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 any resultant contract award.
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. Acceptance of Section V of this RFP; and
  - c. Acknowledge receipt of all amendments to this RFP.
8. Be signed by the person identified in paragraph 2 above.

## **29. Conflict of Interest: Governmental Conduct Act.**

The Offeror warrants that it presently has no interest and 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. The Offeror certifies requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or

state employee or former state employee have been followed. The Conflict-of-Interest Certification form (Appendix D) must be included with proposal.

**30. Disclosure Regarding Responsibility**

Is presently debarred, suspended, proposed for debarment, or declared ineligible for award of contract by any federal entity, state agency or local public body.

1. 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.
2. Is presently indicted for, or otherwise criminally or civilly charge by any (federal state or local) government entity with the commission of any of the offenses enumerated in paragraph A of this disclosure;
3. 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 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.)

A. Principal, for this disclosure, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity or related entities.

B. The Contractor shall provide immediate written notice to the Procurement Manager 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.

- C. 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 finish a disclosure or provide additional information as requested will render the Offeror nonresponsive.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records 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.
- E. 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 contract, the Contractor is indicted for other 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 the City of Raton. If it is later determined that the Contractor knowingly rendered an erroneous disclosure, in addition to the other remedies available to the Government, the City of Raton Purchasing Agent may terminate the involved contract for cause. Still further the City of Raton Purchasing Agent may suspend or debar the Contractor from eligibility for future solicitation until the matter is resolved to the satisfaction of the City of Raton Purchasing Agent.

### **III. RESPONSE FORMAT AND ORGANIZATION**

#### **A. NUMBER OF RESPONSES**

Offerors shall submit only one proposal in response to this RFP.

#### **B. NUMBER OF COPIES - SUBMITTED HARD COPIES**

Offerors should mail or deliver One (1) original and three (3) copies of the proposal to the Procurement Manager at the location specified on page 3 on or before the closing date and time for receipt of proposals.



### C. PROPOSAL FORMAT

1. All proposals must have typewritten on standard 8½ x 11-inch paper and bound on the left-hand margin. A maximum of **25** pages, not including front and back covers, cover letter, table of contents Letter of Transmittal, Campaign Contribution Disclosure Form and Conflict of Interest Certification.
2. The Proposal must be organized in the following format and must contain, as a minimum, all listed items in the sequence indicated:
  - a. Cover letter.
  - b. Response to Evaluation Criteria
  - c. Other Supporting or resource material
  - d. Letter of Transmittal
  - e. Campaign Contribution Disclosure Form
  - f. Conflict of Interest Certification
  - g. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.

### V. EVALUATION

#### A. EVALUATION FACTORS AND POINT SUMMARY

Proposals will be evaluated based on the following criteria. Failure to respond to any of the evaluation criteria may result in zero points being awarded for that element of the proposal.

Selection criteria will be applied in the following order of importance:

1. Program Goals identified by the Sub-Contractor	50
2. Methods identified to implement Restorative Justice	50
3. Sub-Contractor Resources Identified	50
4. Familiarity with needs of first-time offender population	50
5. Case Management Experience	25
6. Community Involvement	25
7. Quality of previous services provided if applicable	25
8. Interest Shown	25
9. Letter of Transmittal	Pass/Fail
10. Signed Campaign Contribution Disclosure Form	Pass/Fail
11. Conflict of Interest Certification	Pass/Fail

Total 

---

 300 points

**The New Mexico Preferences for Resident Business, Resident Veteran Business or Native American preferences shall not apply because expenditures for this RFP include federal funds.**

**B. 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 information to perform the evaluation as specified in Section II. C.18.
4. Responsive Proposals will be evaluated on the factors 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 City of Raton taking into consideration the evaluation factors will be recommended for award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

## **APPENDIX A**

### **ACKNOWLEDGEMENT OF RECEIPT FORM**

**APPENDIX A**

**REQUEST FOR PROPOSAL  
Direct Youth Services No. RJ 2024-05-31**

**ACKNOWLEDGMENT OF RECEIPT FORM**

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

The acknowledgement of receipt should be signed and returned to the Procurement Manager no later than 5:00 pm MST on June 5, 2024. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all Offeror written questions and the written responses to those questions as well as RFP amendments, if any are issued.

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

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

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

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

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

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

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

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

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

Michael Anne Antonucci, Procurement Manager  
P.O. Box 910, 224 Savage Avenue  
Raton, NM 87740  
Telephone: (575) 445-9551  
Fax: (575) 445-3398  
Email: [mantonucci@cityofraton.com](mailto:mantonucci@cityofraton.com)

**APPENDIX B**  
**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

## APPENDIX B

### CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor 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 may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code 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.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND 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 electing the official to 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 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 of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“**Pendency of the procurement process**” means the time 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.

“**Prospective contractor**” means a person or business that 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 or business 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.

**Name(s) of Applicable Public Officials(s) if any:**

Mayor – James Neil Segotta  
Mayor Pro Tem – Lori Chatterley  
Commissioner – Linde Schuster  
Commissioner – Donald Giacomo  
Commissioner – Lori Chatterley  
Municipal Judge – Christine Piacino

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

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

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

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

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

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

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

(Attach extra pages if necessary)

Signature Date \_\_\_\_\_

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

**OR**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**APPENDIX C**  
**LETTER OF TRANSMITTAL FORM**



**APPENDIX C - LETTER OF TRANSMITTAL FORM**

RFP #: RJ 2024-5-31

Offeror Name: \_\_\_\_\_

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 all amendments to this RFP.

\_\_\_\_\_, 2024  
Authorized Signature and Date (Must be signed by the person identified in item #2, above)

**APPENDIX D**  
**CONFLICT OF INTEREST CERTIFICATION**

APPENDIX D

**City of Raton**

**CONFLICT OF INTEREST CERTIFICATION**

(Must be included with Proposal)

This Affirmation shall include both organizational and personal conflicts of interest.

I affirm that I (or my firm) \_\_\_\_\_ have no conflict of interest in performing the Scope of Work as specified in the Request for Proposals, and that I have identified any potential conflicts of interest as required in the RFP.

\_\_\_\_\_  
(Signature of Offeror or Offeror's Authorized Agent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed or Typed Name and Title)

\_\_\_\_\_  
(Company Name, if applicable)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, ZIP Code)

**Conflict of Interest Form**

**APPENDIX E**

**SAMPLE OF CITY OF RATON  
SUBCONTRACT**

**SUBCONTRACT AGREEMENT**  
**(SAMPLE FORMAT)**

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by and between **THE CITY OF RATON**, a New Mexico Municipal Corporation, (hereinafter referred to "City") the Contractor, \_\_\_\_\_, (hereinafter referred to as the Subcontractor).

**WHEREAS**, the City approved acceptance and executed Agreement with the State of New Mexico, ex rel Children, Youth and Families Department (CYFD) on \_\_\_\_\_; and

**WHEREAS**, It is the intent of the parties that the Contractor be the fiscal agent for those funds to be distributed pursuant to Agreement Number \_\_\_\_\_ starting July 1, 2024 and ending \_\_\_\_\_; and

**WHEREAS**, the Contractor will enter into a subcontract with \_\_\_\_\_ to provide the direct youth services for Restorative Justice starting \_\_\_\_\_ and ending \_\_\_\_\_. The Contract term will be three years, a base period of one year with two optional one-year renewals upon the mutual agreement of the sub-contractor and the City of Raton; and

**WHEREAS**, Pursuant to Article XVI - the Contractor has received written approval by the State of New Mexico, ex rel Children, Youth and Family Department allowing services to be subcontracted to \_\_\_\_\_ under Agreement Number \_\_\_\_\_ copies of which are attached hereto); and

**WHEREAS**, the Subcontractor is willing to perform the duties as defined thereunder,

**IT IS THEREFORE AGREED THAT:**

1. The Contractor, contingent upon CYFD funding, hereby agrees to subcontract with \_\_\_\_\_ in the amount of \$228,000.00 for FY25-FY27 as defined by the budget attached hereto and to provide the direct youth services as a party to the Restorative Justice Program as set forth in the scope of work attached hereto as Attachment # \_\_\_\_\_. Pre-Circle work entails a pre-circle with the victim/offender and submitting an acceptance letter to CYFD JPO after receiving a Referral from the referring entity (JPO/School). The total amount of the monies payable to the Sub-Contractor under this agreement shall not exceed the following:

	FY 2025	FY 2026	FY 2027
Pre/post (\$60 x 600 hours)	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
Circles (\$200 x 200 circles)	\$ <u>40,000.00</u>	\$ <u>40,000.00</u>	\$ <u>40,000.00</u>
	\$ 76,000.00	\$ 76,000.00	\$ 76,000.00

2. Subcontractor shall provide the agreed upon services and comply with all requirements of the attachments or agreements between the City and the State of New Mexico, ex rel Children, Youth and Families Department.

3. Subcontractor agrees to perform within the approved budget, and to comply with all necessary requirements for approval of the funds that have been earmarked for this agreement, and any other funds that may be appropriated.

4. Pursuant to Article VIII, the subcontractor will be subject to Maintenance of Records and Financial Audit of Agreement Number \_\_\_\_\_.

5. Subcontractor and any persons acting under them, are independent contractors, and shall not accrue any rights as to retirement, benefits, or anything else, otherwise conveyed by the City to its employees and shall be subject to all applicable sales taxes, State and Federal Income taxes.

6. The City, contingent upon CYFD funding, will employ a part-time JJAC Coordinator position for the City of Raton Continuum Board making this position independent from the subcontractor. The JJAC Coordinator will report to this board and to the Contractor to ensure compliance with all program requirements.

7. The Sub-Contractor will work with the Continuum Coordinator who is independent from the Sub-Contractor and hired by the City of Raton to ensure compliance with all program requirements and to coordinate with the Sub-Contractor's Restorative Justice facilitator(s).

8. The Sub-Contractor must have trained Facilitator(s) to facilitate the Restorative Justice Circles.

9. The Contractor and Sub-Contractor will also be required to receive the mandated trauma responsive care and service delivery training (Trauma Responsive Care and Services Training Requirement in accordance with KEVIN S., et. al. v. BLALOCK, et al., No. 1:18-cv-00896).

10. The City of Raton Continuum to include the Sub-Contractor shall be required to source a minimum of forty-percent (40%) of the total budgeted grant amount with local matching funds. The Sub-Contractor is required to report all expenses not covered by the FY25, FY26 and FY27 Grants as a Match Contribution to the \$76,000.00 of annual Grant Funding. The local matching funds may consist of money, land, equipment, of in-kind services to be reported to the Continuum Coordinator every month with monthly invoicing by the Subcontractor. Invoicing will be due to the Continuum Coordinator by the 5<sup>th</sup> of every month for the month prior.

11. Upon receiving Sub-Contract approval, the City of Raton Continuum Coordinator will meet with the FY25 Sub-Contractor and will train all staff and program management about the Match Requirements and will distribute a schedule for the FY25 Contract that must be met and Signatures of all in attendance will be obtained on the training record sheet provided by the City of Raton Continuum Coordinator and a copy will be given to every individual in attendance as proof for individual records and Sub-Contractor record.

12. The Sub-Contractor will be required to complete all referrals for the RJ Program and will be required to share all data with the City of Raton Continuum Coordinator.

13. The Sub-Contractor shall not bill Medicaid or any insurance for the services provided in the Restorative Justice Program.

14. The City of Raton will bind Sub-Contractor to the terms of the Agreement No. \_\_\_\_\_ provided by the State of New Mexico Children, Youth and families department agreement. (copies of which are attached hereto)

15. The Sub-Contractor will be responsible for having an electronic copy and a hard copy of all Contracts, Notes, Participant Demographics, Data, and Trainings.

16. The Sub-Contractor will ensure the facilitators are available to attend all City of Raton Continuum Advisory Board Meetings to give Program Updates and Upcoming Events information, if unable to be in attendance at the CORCAB Meetings, please email a monthly update to the City of Raton Continuum Coordinator.

17. The Sub-Contractor will work with the Continuum Coordinator on Referrals for Participants of each Program and will provide all data necessary to allow the Contractor to be able to measure Outcomes and Performance measures as set in the Agreement No. \_\_\_\_\_ between the City of Raton and CYFD.

18. The Sub-contractor will provide all monthly notes to the City of Raton Continuum Coordinator with dates and ID's of all Pre, Circle and Post work.

19. The Sub-Contractor will email a schedule of all Circles to the Continuum Coordinator, Victims, Offenders and Referring Agency to include the date, time and location of the RJ Circle.

20. The Sub-Contractor will have a system in place to receive all referrals via e-scan or fax and will email referrals to the Continuum Coordinator no later than (3) days after receiving the referral.

21. The Sub-Contractor will ensure the facilitators are available for a Scheduled Team Meeting once every month to ensure the success of the programs and sustainability.

22. The Sub-Contractor shall submit certified and documented invoices and vouchers monthly for actual work performed and expenses incurred to the Contractor. The Sub-Contractor's failure to submit such payment vouchers, invoices, and supporting documentation within 5 days after they are due the 5<sup>th</sup> of every month, may result in the non-availability of funds for payment and/or denial of payment by the City of Raton.

23. The Sub-Contractor will provide services in all locations in Colfax and Union Counties and will fulfill all referrals in Restorative Justice not to exceed the hours and number of circles per the approved budget.

24. The Sub-Contractor will maintain all Collaborative Partnerships with a positive attitude and Continuing Collaborative Efforts to ensure the success of the Programs in the Restorative Justice Program.

25. The Contractor has the right to terminate services with a 30-day written notice to the Sub-Contractor if any areas of the scope of procurement are not being fulfilled. The Sub-Contractor must also provide a 30 day written notice if terminating services under this contract.

26. This subcontract does not relieve the City from any obligations and liabilities under its agreement with CYFD. The City, with the assistance of its Continuum Coordinator and the Raton Continuum Board, will perform all other required duties as defined by Agreement Number \_\_\_\_\_.

**CONTRACTOR**

**SUBCONTRACTOR**

**CITY OF RATON**

**BY:** \_\_\_\_\_  
**James N. Segotta – Mayor**

**BY:** \_\_\_\_\_

**ATTEST:**

**By:** \_\_\_\_\_  
**Desire'e Trujillo – City Clerk**

**SFY25-27 Funding  
City of Raton**

<b>A.</b>	<b><u>Continuum and Board Activities:</u></b>	<b>Fee</b>		<b>Quantity</b>	<b>UOM</b>		<b>Total</b>
	Continuum Coordinator	\$ 33.00	X	1591	per Hour	=	\$ 52,503.00
	Travel	\$ 1,500.00	X	1		=	\$ 1,500.00
	Youth Committee Members	\$ 480.00	X	1		=	\$ 480.00
	15 % Administrative	\$ 45,642.00	X	1		=	\$ 45,642.00
							\$ 100,125.00

Notes:

<b>B.</b>	<b><u>Girls Circle</u></b>	<b>Fee</b>		<b>Quantity</b>	<b>UOM</b>		<b>Total</b>
	Circle	\$ 200.00	X	469	per Session	=	\$ 93,800.00
			X			=	\$ -
			X			=	\$ -
			X			=	\$ -
			X			=	\$ -
							\$ 93,800.00

Notes:

<b>C.</b>	<b><u>Boys Council</u></b>	<b>Fee</b>		<b>Quantity</b>	<b>UOM</b>		<b>Total</b>
	Council	\$ 200.00	X	400	per Session	=	\$ 80,000.00
			X			=	\$ -
			X			=	\$ -
			X			=	\$ -
			X			=	\$ -
							\$ 80,000.00

Notes:

<b>D.</b>	<b><u>Restorative Justice</u></b>	<b>Fee</b>		<b>Quantity</b>	<b>UOM</b>		<b>Total</b>
	Pre	\$ 60.00	X	400	per Hour	=	\$ 24,000.00
	Circle	\$ 200.00	X	200	per Circle	=	\$ 40,000.00
	Post	\$ 60.00	X	200	per Hour	=	\$ 12,000.00
			X			=	\$ -
			X			=	\$ -
							\$ 76,000.00

<b>Total Grant Award not to exceed:</b>	<b>\$ 349,925.00</b>
<b>Total Match:</b>	<b>\$ 139,970</b>