

City of Raton RFP No. GCBC 2018-05-17

Direct Youth Services

Girls Circle and Boys Council Programs

RFP Questions and Answers

The City of Raton Procurement Manager has received the following questions in response to its Request for Proposals (RFP). Responses to these questions are being provided to potential offerors who returned the completed acknowledgment of receipt form and also provided publicly on the City of Raton website: www.ratonnm.gov

Question #1: Our understanding is that in past years, the Continuum has delivered Girls' Circle and Boys' Council services with two facilitators per group. Given the drastic reduction in fee per service, will the Evaluation Committee/Continuum consider changing practice such that given appropriate group sizes, one facilitator per group is standard?

Response: According to CYFD, they do not mandate a specific ratio therefore one facilitator per session can be considered given the reduction in the fee per service for FY19. This would be subject to coordination with the Community Advisory Board (CAB) to establish the acceptable group size for one facilitator and would need to be changed in the subcontract agreement (item #9) prior to execution.

Question #2: Will the Evaluation Committee/Continuum consider accepting different documentation designed to streamline administrative work and reduce overhead with the understanding that any such documentation will provide the required information laid out in the RFP?

Response: CYFD mandates specific spreadsheets for data collection that must be used by the Juvenile Justice Continuum Coordinator and also specific forms for invoicing and in-kind reporting. The subcontractor must complete an activity log spreadsheet monthly in a format mandated by CYFD to insure the uniformity of data provided by all continuums. We recognize that many organizations have their own specific software and documentation formats that can be utilized in providing documentation to the continuum. All other information such as notes, intakes and pre/post surveys are not specifically required by CYFD, therefore the Continuum would have flexibility to consider and accept different documentation by the subcontractor as long the organization can provide the required information identified in the RFP and subcontract.

Question #3: The RFP asks that any sub-contractors be identified in the proposal. How best should we share our identification of human resources in its proposals while acknowledging this may be subject to change? Would it be appropriate to note that the subcontractors we identify within the proposal are still being negotiated with and that their identification should not be considered a firm commitment? Or should we simply say that we are pursuing negotiations with individuals and do not discuss them specifically?

Response: Points will be awarded to offerors under the Selection Criterion (pg.17) Item #3 for identifying Sub-Contractor resources. The organization submitting a proposal is considered the Sub-Contractor in this instance and is being considered to provide the Direct Youth Services for Girls Circle and Boys Council Programs per the terms of the CYFD grant awarded to the City of Raton. The evaluation committee should be given as much information as possible in the proposal to determine the organizations ability to provide the services requested either with employees on staff or subcontractors that the organization will use. Appendix C #5 requires the organization submitting a proposal to notify us if the organization will provide the services without subcontractors or to identify subcontractors that will be used. It would be appropriate for the organization to note that the subcontractors identified within the proposal are still being negotiated with and that their identification should not be considered a firm commitment by the organization. In addition, per Appendix G, Article XVI of the CYFD agreement, the City of Raton is required to obtain written approval from CYFD for services that will be subcontracted which is why specific information should be provided in the proposal if possible. The City of Raton cannot enter into a subcontract agreement with the selected organization until this written approval is obtained from CYFD. The goal is to have all approvals and subcontract signed no later than July 1, 2018.