STATE OF NEW MEXICO

Crime Victims Reparation Commission

Request for Proposals

For the Provision of Services For:

(1) Infrastructure Development, Training & Technical Assistance

(2) Child & Adolescent Sexual Assault Exams

(3) Community-Based Sexual Violence and Assault Programs

RFP # 19-780-P706-9000000000

Issuance Date: March 26, 2018

Amended March 28, 2018
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INFORMATION SECTION

PURPOSE OF THIS REQUEST FOR PROPOSAL

The purpose of this Request for Proposal (RFP) is to provide Sexual Assault Services (SAS) throughout the state of New Mexico. There are three Service Provision Areas included in this RFP. The New Mexico Crime Victim Reparation Commission (CVRC) is issuing this RFP for FY 2019. The initial contract term is for the 12-month period beginning on July 1, 2018 and ending on June 30, 2019. CVRC reserves the right to extend the contract on an annual basis, or any portions thereof, for up to three (3) additional years. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978. These statewide and/or regional, county or community services must be provided in accordance with the applicable Federal, State, and local laws. The total amount of funding available through this RFP for the 12-month period is approximately $3,324,100.00 subject to legislative appropriations of funding, and budget approval by the Department of Finance and Administration.

PROCUREMENT MANAGER

CVRC has assigned a Procurement Manager who is responsible for the conduct of this procurement whose name, address and email address are listed below:

Dorothy Padilla, Procurement Manager
DorothyD.Padilla@state.nm.us
NM Crime Victims Reparation Commission
6200 Uptown Blvd NE Suite, 210
Albuquerque, NM 87110

Any inquiries or requests regarding this procurement should be submitted, in writing, via email, to the Procurement Manager. Applicants 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. All inquiries must be emailed, inquires via the phone or other mediums will be deemed nonresponsive to the RFP.

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ISSUANCE OF RFP

This RFP is being issued on behalf of the New Mexico State Crime Victims Reparation Commission on Monday, March 26, 2018.

TERM OF THE AWARD

The term of the contract is July 1, 2018 – June 30, 2019. The initial contract term is for the 12-month period beginning on July 1, 2018 and ending on June 30, 2019. CVRC reserves the right to extend the contract on an annual basis, or any portions thereof, for up to three (3) additional years.

ELIGIBILITY

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. The New Mexico Crime Victims Reparation Commission has determined that applications will be ineligible for consideration if they are late, incomplete or fail any of the mandatory elements outlined within the Request for Proposal Solicitation.

ELIGIBILITY REQUIREMENTS AND RESTRICTIONS

Eligible applicants under this RFP will reply to one of the three Service Provision Areas listed within the scope of work and deliverables. Applicants can apply for more than one Service Provision Area. However, applicants that do must submit separate and complete applications for each Service Provision Area. Eligibility requirements for Applicants under each Service Provision is defined within the Scope of Work. Applicants that do not meet the eligibility requirements under the Service Provision Area in which they are applying will be deemed ineligible and non-responsive to the RFP.

GRANT WRITING WORKSHOP/PROPOSAL WEBINAR

CVRC will make available a recorded grant-writing workshop that will be accessible from CVRC’s website beginning Tuesday, April 3, 2018. The workshop will present information, provide grant writing tips, clarify issues and answer questions. This workshop is not mandatory but Applicants are encouraged to watch. Only those Applicants who email an Acknowledgement of Interest form will receive emailed notification of RFP amendments and/or questions. As this is a pre-recorded workshop, there is no need to register.

ACKNOWLEDGEMENT OF INTEREST

The Acknowledgement of Interest form is optional. However, only those Applicants who email an Acknowledgement of Interest form will receive emailed notification of RFP amendments and/or questions. Interested Applicants can email an Acknowledgement of Interest form to Dorothy Padilla, dorothyd.padilla@state.nm.us, by Tuesday, April 10, 2018 in order to be notified of any RFP amendments and to receive responses to emailed questions regarding the RFP.

QUESTIONS REGARDING RFP

Questions regarding the RFP must be emailed to Dorothyd.padilla@state.nm.us no later than 10:00 AM (Mountain Standard Time) Monday, April 23, 2018. Only Applicants who email an Acknowledgement of Interest form will receive a written response to the questions. The first set of questions will be disseminated the week of April 16, 2018 and the final set of questions will be disseminated on Monday, April 23, 2018.
SUBMISSION OF PROPOSALS: ELECTRONIC ONLY

Electronic proposals must be received no later than 4:00 PM (Mountain Standard Time) on Thursday, April 26, 2018. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals via email to Dorothy.d.padilla@state.nm.us.

A complete proposal must adhere to the Applicant submission instructions outlined in the proposal format and organization section. If an Applicant submits multiple versions of an application, CVRC will review the most recent version submitted.

The electronic proposal must be in PDF format; no other electronic format will be accepted. If technical difficulties are experienced at any point during the application process, the Applicant must contact the Procurement Manager, Dorothy Padilla, at 505.841.9432, no later than 5:00 PM (Mountain Standard Time) by Wednesday, April 18, 2018.

Please note that copies received via facsimile or mail will not be accepted. Applicants who submit proposals in other formats will be rejected as not meeting the mandatory requirements of the RFP.

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 Applicants 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 Applicants.

SELECTION OF FINALISTS

The Evaluation Committee will select the finalist and the Procurement Manager will notify the Applicants as per schedule, Sequence of Events or as soon as possible.

NOTICE OF AWARD DETERMINATION

Applicants will be notified of award determination. Selected Applicants may be asked to submit revisions to their proposals as per schedule, Sequence of Events or as soon as possible. Applicants not selected will also receive determination notification.

PROTESTS

The protest deadline period will end at 10:00 AM, (Mountain Standard Time) on Wednesday, May 23, 2018. Protests of the RFP or award must be delivered by mail to the Protest Manager, Frank Zubia, the director of CVRC. Protests must be in the form of a written letter and must include the name and address of the protestor and the Request for Proposal’s title. It must also contain a statement of grounds for the protest including any appropriate supporting exhibits and must specify the requested outcome. The protest letter must be addressed, mailed, and received at the address below by 10:00 AM, (Mountain Standard Time) on Wednesday, May 23, 2018. A PDF copy of the letter must also be emailed to the Procurement Manager, Dorothy Padilla, at Dorothy.d.padilla@state.nm.us no later than 10:00 AM, (Mountain Standard Time) on Wednesday, May 23, 2018. The mailed letter to the Director and emailed copy must both be received prior to the deadline to be eligible to protest the preliminary award decision.
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.

**CONTRACTUAL AGREEMENTS**

Any contractual agreement(s) resulting from this RFP that support statewide needs and priorities as established within CVRC’s funding strategies and plan, will be finalized with the applicants taking into consideration the evaluation factors set forth in this RFP, CVRC anticipates supporting numerous awards with this RFP. These contractual agreements will be emailed May 24, 2018 – May 31, 2018, per the Sequence of Events, this date is subject to change at the discretion of the State or relevant Agency Procurement office. In the event mutually agreeable terms cannot be reached in the time specified, the State reserves the right to finalize a contractual agreement with the next most advantageous applicant without undertaking a new procurement process. The award is subject to appropriate Commission and State approval.

**FUNDING STRATEGY**

The 2017-2020 State of New Mexico Implementation Plan outlines the funding strategy for the sexual assault and sexual violence programming awards issued through CVRC. To continue successful projects, encourage sustainability and fund new projects, CVRC adheres to the following funding strategy for its Sexual Violence State Funds: All projects that were successfully implemented and managed during the initial grant year will be eligible for continuation funding for up to an additional three years, at the initial allocation level, for a total of four years of funding pending State budget approval.

**APPROPRIATION AND AVAILABILITY OF FUNDS**

The total amount of funding available through this RFP for the 12-month period is approximately **$3,324,100.00** subject to legislative appropriations of funding, and budget approval by the Department of Finance and Administration.

**SCOPE OF WORK AND DELIVERABLES**

Eligible applicants under this RFP will reply to one of the three Service Provision Areas listed within this scope of work and deliverables. Applicants can apply for more than one Service Provision Area. However, Applicants must submit separate and complete applications for each Service Provision Area. Eligibility requirements for Applicants under each Service Provision Area are defined within the Scope of Work. Applicants that do not meet the eligibility requirements under the Service Provision Area in which they are applying will be deemed ineligible and non-responsive to the RFP.

**Service Provision Area 1: Sexual Violence Statewide Infrastructure**

Applicants under Service Provision Area 1 will provide statewide infrastructure, services, programs, and coordination to support statewide sexual assault services, intervention services and programs. Applicant must be an organization with the capacity to function across the State.

The successful applicant will be a non-profit, non-governmental New Mexico organization that has provided the following statewide services for a minimum of five years:
• Training and technical assistance to sexual assault service providers (rape crisis services, SANE programs, and community mental health agencies) throughout New Mexico on issues related to sexual violence, evidence-based practice, agency management, and coordinated community responses to addressing sexual violence, national trends, and collecting current State and national data specific to sexual violence.

• Development and dissemination of sexual assault program requests for proposals, solicitation of potential applicants, convening and facilitation of proposal review committees, development of contracts, and management of the fiscal and programmatic services provided by subgrantees.

• Established staff positions that currently provide training and technical assistance to sexual assault service providers (rape crisis services, SANE programs, and community mental health agencies) throughout New Mexico.

Applicant’s proposal, under this Section, must include documentation of all seven components, listed below, along with services and elements indicated. **Applicants who do not meaningfully address all seven components will be deemed nonresponsive to the RFP and will be ineligible for funding.** This RFP will allocate a minimum of $1,469,900.00 towards Service Provision Area 1.

**Component 1: SANE Program Services Funding, Technical Assistance, and Coordination**

• Statewide SANE Coordination through a Statewide SANE Coordinator housed within the proposing agency who is responsible for collaboration among other community partners, medical providers, social service organizations, crime labs and law enforcement groups.

• Technical Assistance provided to all existing and developing SANE programs, funded by the proposing agency. Statewide Task Force meetings, site visits, conference calls, and daily contacts to be included.

• Provision of statewide or regional SANE recurring trainings and updates to include new training to all pediatric SANE nurses to bring them into compliance with the new national Child Advocacy Center regulations developed in late 2017. This activity will include individual nurse scholarships for web-based certification and an annual specialized advanced conference specific to child exams.

• Inclusion of national best practice models.

• Demonstration of continuous service provision.

• For both the Applicant and each funded SANE program: outreach to priority populations.

**Applicants under this Service Provision Area Component 1 must at a minimum support the following deliverables within their application:**

• Must describe how the Applicant will provide this assistance.

• Must indicate the frequency and nature of the statewide or regional recurring trainings the Applicant will provide to SANE service providers, and all funding sources used to implement these trainings.

• Must describe what evidence-based, or best practice models the Applicant has integrated into its program operations, and what future best practice activities the Applicant is working towards.

• Must describe the Applicant’s plans to reach out to members of the community who may not seek the organization’s proposed services due to stigmatization, fear of retribution, historical trauma, or other identified barriers to service access.

• Must identify the barriers to accessing services and describe plan(s) to overcome or circumvent the identified barriers, and how the Applicant will reach these communities.

**Component 2: Provision of Community Resources**

• Provision of business hours-answered, toll-free, general information telephone access from anywhere in New Mexico.
• Assistance with and sharing of current resources specific to sexual violence, including national research materials, literature, and audio/visuals.

• Distribution of referral information to local community resources and SANE programs.

**Applicants under this Service Provision Area Component 2 must at a minimum support the following deliverables within their application.**

• Must describe how the Applicant will provide the community with resources and assistance.

**Component 3: Connection to Regional Partners and Programming**

• A clear definition of the geographic sectors to be served.

• Implementation of services in urban and rural settings including tribal communities.

**Applicants under this Service Provision Area Component 3 must at a minimum support the following deliverables within their application:**

• Must describe how the Applicant will provide this assistance.

• Must include justification for the selection of that geographic sector supported by data, priority population description, and other key elements for the Applicant’s decision.

• Must identify locations where the Applicant would conduct services, and the oversight mechanisms the Applicant would deploy to assure continuity of services and service delivery.

• Must describe any differences in providing the proposed services the Applicant expects to encounter given population locations.

• Must describe how the Applicant will work with other organizations that may lend their expertise in serving rural populations, or tribal communities; and/or experience working in higher density population areas.

**Component 4: Specialized Training**

• Training for therapists, social workers, probation/parole officers and investigators on responding to, interviewing, and treating youth with sexual behavior problems.

• Training on creating access for survivors with intellectual and physical disabilities.

• Demonstration of the ability to select and deliver trauma-informed and evidence-informed training programs. Subcontractors may be used to provide such trainings but must meet all contract criteria and be approved by CVRC.

• An increase of the number of therapists in New Mexico who are certified through a nationally recognized training program that utilizes best practice therapeutic interventions to perpetrators, including sexually abusive youth (18 years and under).

• Applicants must demonstrate the ability to select and deliver trauma informed, evidence informed training programs. Subcontractors may be used to provide such trainings but must meet all contract criteria and be approved by CVRC. Successful Applicants should be able to demonstrate their capacity to authentically engage and meet the needs of learners.

**Applicants under this Service Provision Area Component 4 must at a minimum support the following deliverables within their application:**

• Must describe how the Applicant will provide this assistance.

• Must be able to demonstrate capacity to authentically engage and meet the needs of learners.

• Must show capability to provide intensive trainings, including working with the treatment of perpetrators, sexually reactive youth, and juvenile sex offenders in community-based settings.
• Must provide the number of therapists who will receive first-time training and certification to provide care for perpetrators (including sexually abusive youth), the frequency of the training, and any recurring or updated trainings the Applicant plans to conduct.

• Must provide the number of mental health providers, child welfare workers and/or law enforcement participants who will receive training and/or certification in trauma-informed approaches to identification and treatment of high-risk populations who have been victims of sexual assault/abuse.

• Must provide the number of participants working with children and adolescents with disabilities who will receive training, the frequency and duration of the training, and any follow-up services or training the Applicant plans to conduct.

• Must identify a nationally recognized training program to provide best practice therapeutic interventions to perpetrators, including sexually reactive youth and provide justification for the selection, including its evidence-based, best practice characteristics.

• Must describe technical assistance specific to assisting sexual violence survivors with disabilities, provided to SANE and SAS staff as well as other New Mexicans referred.

• If the Applicant does not directly provide the training and certification, must provide a description explaining how it will collaborate with organizations that do provide direct training and certification. Please note: A Letter of Support acknowledging the partnership that includes the collaborating organization’s qualifications and experience must be included in the Applicant’s Additional Documentation Required.

• Must indicate its plan to provide documentation of the training (e.g., training locations, frequency, and issuance of certification), as well as track those who successfully complete the initial training recurring training(s) attendance.

Component 5: Statewide Coordination of Child Sexual Abuse Efforts

• Technical assistance, training, media, and policy development specific to children under 18. Must demonstrate evidence of strong existing collaboration throughout New Mexico.

• Statewide Child Sexual Abuse Coordination through a Statewide Child Sexual Abuse Coordinator housed within the proposing agency who is responsible for collaboration among other community partners, medical providers, social service organizations, and community mental health agencies.

• Technical Assistance provided to all existing and developing child SASP, SANE, Community Mental Health, and agencies serving un and underserved communities on policy, practice and advocacy specific to child sexual abuse. Statewide Task Force meetings, site visits, conference calls, and daily contacts to be included.

• Provision of occasional statewide or regional child sexual abuse trainings and updates on policy, practice and advocacy in combination with other funding sources.

• Inclusion of national best practice models.

• Outreach to priority populations specific to child sexual abuse issues.

• Applicants must demonstrate the ability to select and deliver trauma informed, evidence informed training programs. Subcontractors may be used to provide such trainings but must meet all contract criteria and be approved by CVRC. Successful Applicants should be able to demonstrate their capacity to authentically engage and meet the needs of learners.

Applicants under this Service Provision Area Component 5 must at a minimum support the following deliverables within their application:

• Must indicate the frequency and quantity of technical assistance contacts, indicating 'type' (SASP, SANE, etc.).
• Must indicate the frequency and quantity of task force meetings by purpose/topic and participants.
• Must indicate the frequency and nature of any statewide or regional trainings the Applicant will provide to multi-disciplinary service providers, and all funding sources used to implement these trainings.
• Must describe plans to locate national/international best practices and policies to share with NM. Indicate number of best practices shared and to whom.
• Must describe the plans to assist New Mexico organizations for creating access to children from priority populations.
  - Must provide the number of therapists who will receive first time training and certification to provide care for perpetrators (including sexually abusive youth), the frequency of the training, and any recurring or updated trainings the Applicant plans to conduct.
  - Must provide the number of mental health providers, child welfare workers and/or law enforcement participants who will receive training and/or certification in trauma-informed approaches to identification and treatment of high-risk populations who have been victims of sexual assault/abuse.
  - Must provide the number of participants working with children and adolescents with disabilities who will receive training, the frequency and duration of the training, and any follow-up services or training the Applicant plans to conduct.
  - Must identify a nationally recognized training program to provide best practice therapeutic interventions to perpetrators, including sexually reactive youth and provide justification for the selection, including its evidence-based, best practice characteristics.
  - Must describe technical assistance specific to assisting sexual violence survivors with disabilities, provided to SANE and SAS staff as well as other New Mexicans referred.
  - If the Applicant does not directly provide the training and certification, must provide a description explaining how it will collaborate with organizations that do provide direct training and certification. Please note: A Letter of Support acknowledging the partnership that includes the collaborating organization’s qualifications and experience must be included in the Applicant’s Additional Documentation Required.
  - Must indicate its plan to provide documentation of the training (e.g., training locations, frequency, and issuance of certification), as well as track those who successfully complete the initial training recurring training(s) attendance.

Component 6: Sexual Assault Legal Technical Assistance

• Provide assistance to prosecutors, investigators, social workers, policy makers, advocacy programs, SANE Programs and community mental health centers.

Applicants under this Service Provision Area Component 6 must at a minimum support the following deliverables within their application:

• Must describe how the Applicant will provide this assistance, to include an estimated number of technical assistance instances within the fiscal year and what outreach efforts will be made to inform providers statewide of this resource.
• Must provide information regarding the types of technical assistance requests anticipated.
• Must include the minimum qualifications for the Sexual Assault Legal Technical Assistance Provider position.

Component 7: Emergency Funds

• Provide emergency funds to support and address the immediate needs of sexual assault service providers and the adults and children affected by sexual assault and sexual abuse by providing access to appropriate services and situational needs when no other resource is available.
Applicants under this Service Provision Area Component 7 must at a minimum support the following deliverables within their application:

- Must describe how the Applicant will provide this assistance and include justification on how Applicant will collaborate with CVRC when utilizing emergency funds.

**Service Provision Area 2: Children and Adolescents Sexual Assault/Abuse Exam Services**

Applicants under Service Provision Area 2 will ensure the provision of medical evaluations for children and adolescents who have been sexually abused and/or sexually assaulted including, but not limited to: comprehensive physical exams, on-call, 24-hour services, clinical programs, education and training, child advocacy and community services. The successful applicant must be a physician-based clinic (i.e. the physician must be the Director of the program, with the physician providing a high percentage of the exams).

Applicant’s proposal, under this Section, must include documentation of the component, listed below, along with services and elements indicated. This RFP will allocate a minimum of $352,600.00 towards Service Provision Area 2.

**Component 1: Children and Adolescents Sexual Assault/Abuse Exam Services**

- Demonstrated capacity for leadership role in responding to, treating, and studying child sexual abuse cases, providing education and outreach about child sexual abuse.
- Provision of consultation services for other care providers and follow-up care for sexual abuse and assault victims and their families.
- Demonstrated willingness to lend medical review expertise in severe sexual abuse cases throughout the State and to provide training to high-level professionals and service providers in the area of child maltreatment.
- Provision of opportunities for training to local medical school interns and other students interested in becoming leaders in the field of child abuse and neglect.

**Applicants under this Service Provision Area Component 1 must at a minimum support the following deliverables within their application:**

- Must describe the Applicant’s range of services for children and adolescents who have been sexually assaulted/abused including clinical, psychological, after-care and other services.
- Must provide a key staffing plan, including the number of full time employees (FTEs) devoted to the overall program and a brief (one paragraph) biographies of the proposed staff.
- Must provide a plan to collaborate with CVRC, the Statewide SANE Coordinator, community agencies, law enforcement agencies/district attorney’s office/judiciary, and other governmental/non-governmental entities.
- Must provide a plan to provide professional-level, community-based education for its various constituents.

**Service Provision Area 3: Sexual Assault Service Providers**

Eligible applicants include rape crisis centers, sexual assault nurse examiner programs or other non-profit, non-governmental victim service organizations, including faith-based and other community organizations, including Tribal non-profit organizations, based in New Mexico, that provide core services, direct intervention, and related assistance to victims/survivors of sexual violence.

Applicant’s proposal, under this Section, must include documentation of the component, listed below, along with services and elements indicated. This RFP will allocate a minimum of $1,501,600.00 towards Service Provision Area 3. Included within this allocation is a minimum of $580,000.00 to support organizational development and capacity building of severely underfunded sexual violence programs throughout New Mexico. Underfunded sexual violence programs will be determined and identified through the agency’s total operating budget. Programs whose budgets are less than $500,000.00 will be given priority consideration.
Applicant’s proposal, under this Section, must include documentation of the component listed below, along with services and elements indicated.

**Component 1: Sexual Assault Service Providers Victim Services**

Intervention and related assistance may include, but are not limited to:

- 24-hour hotline services offering crisis intervention services and referral.
- Professional, confidential accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, RCC, and court proceedings.
- Professional, confidential crisis intervention, individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims/survivors and family or household members and those collaterally affected by the victimization.
- Information and referral to assist the sexual assault victim/survivor and family or household members.
- Community-based, linguistically, and culturally specific services and support mechanisms including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.
- Accessibility outreach, interpretation services, translation services, Limited English Proficiency activities, and purchase of adaptive equipment.
- Outreach activities to increase access for un-served, inadequately served, and underserved populations.

**Applicants under this Service Provision Area Component 1 must at a minimum support the following deliverables within their application:**

- Must demonstrate the capacity to provide sexual assault intervention and advocacy services for victim/survivors of sexual violence (and their families), including provision of acute, short-term care for a minimum of 50 people per year in crisis who present at the Applicant’s organization, or at various locations within its system.
- Must demonstrate the capacity to provide professional, confidential, individual and group therapy and/or advocacy to survivors of sexual assault, their families, and loved ones.
- Must demonstrate the capacity to provide support and advocacy for assault survivors who are involved in the legal and judicial systems by providing an advocate during the initial police reporting, formal investigation, grand jury hearings, at trials, and during sentencing. Applicant will not provide legal representation to the individuals described.
- Must demonstrate the knowledge and skills necessary to address issues specific to populations with disproportionately high rates of sexual assault.

**PRIORITY CONSIDERATION**

A requirement of this State funded Sexual Assault Services Grant is to make subgrants under this award giving priority to areas of varying geographic size with the greatest demonstration of need; to take into consideration the population of the geographic area to be served; to distribute monies equitably on a geographic basis, including non-urban and rural areas of various geographic sizes; and to identify and address the needs of the underserved populations in New Mexico.

**UNALLOWABLE ACTIVITIES**

Grant funds under this RFP may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising
• Research projects
• Providing domestic violence services that do not relate to sexual violence
• Activities focused on prevention efforts

DELRIVERABLES/PRIMARY PROJECT COMPONENTS

Goals, Measurable Objectives, Implementing Activities, and Project Evaluation Activities are required to be submitted on Primary Project Components (PPC) forms within the SAS Application Form. Applicants who require more than six PPCs, included in the form, can submit an Additional PPCs form. Deliverables must provide:

1) **Goals**: General statements about what the Applicant would like to achieve among a particular population or geographical area, relative to a demonstrated program need as identified in the problem statement. A goal is NOT an ultimate societal goal.

2) **Measurable Objectives** (MO): Quantifiable (includes numbers) statements that support the goal and specify what must be done to maintain, increase, decrease, enhance, improve, or change to achieve your desired outcome and to what degree.

3) **Implementing Activities**: What will be done

4) **Performed By**: Who will do it

   1) **Timeline**: When it will be done

   2) **Impact Evaluation Activities**: Accomplishments upon completion of each step (that is, significant events, deadlines, responsible parties, and measurement of success).

All major activities listed must occur within the grant year 07/01/2018 – 06/30/2019 and should be represented in the budget.

UNDERSERVED POPULATIONS

Underserved victim populations include but are not limited to the following definitions:

<table>
<thead>
<tr>
<th>Geographic location</th>
<th>Racial/Ethnic Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rural</td>
<td>Hispanic</td>
</tr>
<tr>
<td>Tribal</td>
<td>Native American</td>
</tr>
<tr>
<td>Underserved Urban</td>
<td>African-American</td>
</tr>
<tr>
<td>Other</td>
<td>Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-English Speaking</th>
<th>Other Special Needs Populations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish-speaking</td>
<td>Mentally/emotionally challenged</td>
</tr>
<tr>
<td>Speaks a Native American</td>
<td>Physically/medically challenged</td>
</tr>
<tr>
<td>language</td>
<td>Older victim</td>
</tr>
<tr>
<td>Speaks an Asian language</td>
<td>Migrant farm worker</td>
</tr>
<tr>
<td>Speaks another non-English language</td>
<td>LGBTQI</td>
</tr>
<tr>
<td></td>
<td>Immigrant</td>
</tr>
<tr>
<td></td>
<td>At-risk group (e.g., incarcerated, sex worker, substance abuser, etc.)</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

Applicants may include training of their organization’s staff by members of the region’s underserved population(s) in the Primary Project Components section. This activity may be supported in the proposed budget.

NONDISCLOSURE OF CONFIDENTIAL OR PRIVATE INFORMATION

To ensure victim/survivors are served and ethical standards are upheld grantees and subgrantees may not disclose personally identifying information about victims served with these funds without a written release unless a statute or court order require the disclosure of the information. This applies whether the information is being requested for a
grant program or another Federal agency, State, tribal, or territorial grant program. This provision also limits disclosures by subgrantees to other grantees, including disclosures to statewide or regional databases.

“Personally identifying information” means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, including (but not limited to) a first and last name; a home or other physical address; contact information (including a postal, email or Internet protocol address, or telephone or facsimile number); a social security number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that, in combination with other information, would serve to identify any individual. The specifics of what information is protected may depend on the individual situation. Grantees should be cognizant of their specific environment, including the size of their population, in making the determination of what information they might need to protect in order to prevent disclosures that could be used to locate individual victims.

Releases must be written, informed and reasonably time-limited. At a minimum, victims should understand why the information would be shared, who would have access to the information, and what information would be shared. What time period is reasonable will depend on the specific situation.

The victim should sign releases unless the victim is a non-emancipated minor or a person with disabilities that is unable to sign. In the case of a minor, the minor and a parent or guardian should sign the release; in the case of a person with disabilities, a legally appointed guardian should sign it. The abuser of the minor or person with disabilities or the abuser of the other parent of the minor may not give consent.

If release is compelled by statutory or court mandate, the grantee or subgrantee must make reasonable attempts to notify affected victims and take steps necessary to protect the privacy and safety of such victims.

Grantees and subgrantees may share non-personally identifying data in the aggregate regarding services to their clients and non-personally identifying demographic information in order to comply with Federal, State, tribal or territorial reporting, evaluation, or data collection requirements.

Grantees and subgrantees may share court-generated information and law-enforcement generated information contained in secure, governmental registries for protection order enforcement purposes.

Grantees and subgrantees may share law enforcement-and prosecution-generated information necessary for law enforcement and prosecution purposes.

For the purpose of file review during onsite visits by CVRC, subgrantees may choose to redact files in lieu of securing a written release.

**EQUAL OPPORTUNITY/CIVIL RIGHTS COMPLIANCE**

In order to receive these funds, a successful applicant must agree to the following civil rights provisions:

The subgrantee 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.

Subgrantee will comply (and will require any contractors to comply) with any applicable Federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe streets Act of 1968 (42 US C. § 3789d); the Victims of Crime Act (42 US C. § 10604 (e); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 US C. § 5672 (b); the Civil Rights Act of 1964 (42 US C. § 2000d); the Rehabilitation Act of 1990 (42 US C. §§ 12131-34); the Education Amendments of 1972 (20 US C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 US C. §§ 6101-07); 28 C.F.R. pt 31 (US Department of Justice Regulations – OJJDP Grant Programs); 28 C.F.R. pt. 42 (US Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); Exec. Order No. 13279 (equal protection of the laws for faith-based and community organizations); Exec. Order No. 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and academic institutions).
neighborhood organizations); and 28 C.F.R. pt. 38 (US Department of Justice Regulations – Equal Treatment for Faith-Based Organizations).

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, sexual preference, age or disability against a recipient of funds, the subgrantee will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs and the New Mexico Crime Victims Reparation Commission (CVRC).

Subgrantee will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs and the CVRC, if required to submit one; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and the CVRC that it has a current EEOP on file, if required to maintain one. For grantee agencies receiving less than $25,000, or grantee agencies with fewer than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at www.ojp.usdoj.gov/ocr/.

As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subgrantee is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and conducting its programs and activities. Additional assistance and information regarding LEP obligations can be found at www.lep.gov.

In accordance with Federal civil rights laws, the subgrantee shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

**PROVIDING MEANINGFUL ACCESS TO VICTIMS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). As noted above, to ensure compliance with Title VI of the Civil Rights Act and the Omnibus Crime Control and Safe Streets Act, recipients are required to take reasonable steps to ensure the LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. The US Department of Justice has issued guidance for grantees to assist them in complying with Title VI. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the OJP’s Office for Civil Rights at 202-307-0690.

**NEW MEICO PAY EQUITY INITIATIVE**

Effective July 1, 2010, businesses seeking new contracts with any Executive Branch state agency will be required to comply with the requirements of Executive Order 2009-049, to aid in identifying and combating pay inequity and job segregation in the State of New Mexico, as a condition of being awarded a contract. Applicants selected under this RFP will be required to complete any required reporting forms, in addition to ensuring compliance with this Executive Order.

Additional information can be found at http://www.generalservices.state.nm.us/statepurchasing/Pay_Equity.aspx
PROJECT DELIVERABLES (GOALS, MEASURABLE OBJECTIVES, IMPLEMENTING ACTIVITIES, AND EVALUATION ACTIVITIES)

Goals, Measurable Objectives, Implementing Activities and Project Evaluation Activities are required to be completed in the SAS Grant Application Form. The application form includes six pages for the Project Deliverables. Applicants that require more than six pages for their Project Deliverables are instructed to complete the Additional Project Deliverables form found on CVRC’s web page. The Additional Project Deliverables form can be located on the SAS State Funds page at www.cvrc.state.nm.us.

METHOD OF PAYMENT

Method of payment is Cash Reimbursement for Deliverables. A monthly invoice and accounting record of expenditures must be submitted by the 10th day following the previous month’s expenditures to be eligible to receive a monthly payment. If the 10th day falls on a weekend or holiday the invoice will be due on the last business day prior to the 10th. Applicants may choose to submit invoices on a quarterly basis if written notification is provided.

SUPPLANTING PROHIBITION

State funds must be used to supplement existing funds for program activities and may not replace (supplant) other State funds, non-State or Federal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension of debarment from grants, recoupment of monies provided under this grant and civil and/or criminal penalties.

REPORTING REQUIREMENTS

All subgrantees are required to submit financial, progress and annual performance reports to the CVRC by the due dates. Failure to comply with reporting requirements (including the timely submission of reports) may result in administrative action such as withholding of payments and termination of awards and could affect the awarding of subsequent grants. In addition, applicants’ compliance with previous grant reporting obligations will be an important consideration during the proposal review process.

Cash Reimbursement Packets: All subgrantees must submit cash reimbursement packets no later than the 10th day of each month. If the 10th day falls on a weekend or holiday, the invoice will be due on the last business day prior to the 10th. Applicants may choose to submit invoices on a quarterly basis. Failure to submit this packet in an accurate and timely manner will result in a delay or denial of payments.

Progress Report: A progress report must be submitted for each calendar quarter no later than the 10th day of the month following the end of the quarter. If the 10th day falls on a weekend or holiday, the report will be due on the last business day prior to the 10th. Failure to submit this report in a timely and accurate manner will result in a delay or denial of payments or termination of the contract.

Demographic Information: Subgrantees must maintain demographic information on victims for which services were provided. The required data to be collected is included in the progress report form.

Fiscal Management Requirements: Subgrantees are required to provide documentation; audit reports or such records as may be necessary to assure fiscal control, proper fund management and effective disbursement of SAS funds. Accounting for the revenue and expenditures of the SAS award must be maintained.
Programmatic and Financial Reporting Periods:

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Quarter</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July - September</td>
<td>1</td>
<td>October 10th</td>
</tr>
<tr>
<td>October - December</td>
<td>2</td>
<td>January 10th</td>
</tr>
<tr>
<td>January - March</td>
<td>3</td>
<td>April 10th</td>
</tr>
<tr>
<td>April - June</td>
<td>4</td>
<td>July 10th</td>
</tr>
</tbody>
</table>

**AUDIT REQUIREMENTS**

Submit a complete audit review with the application. Subsequent audit reports must be submitted within nine months after the close of the fiscal year to CVRC. Funded agency’s must adhere to the single audit requirements of the OMB Circular A-133/ Uniform Guide. If an agency does not meet the single audit threshold programs will be contractually required to have their grant funds reviewed in their annual audit. This is to ensure funds are not being commingled with other funding sources, are tracked, reconcile when randomly tested and there are no red flags for fraud, waste and/or abuse of funds. The testing does not have to rise to the level of an OMB A-133/Uniform Guide audit but must include an agreement that the auditor will perform agreed-upon procedures in accordance with applicable generally accepted auditing standards or attestation standards established by the American Institute of Certified Public Accountants (AICPA).

A sample agreement can include the following:

We have agreed to perform the following procedures and report to you the factual findings resulting from our work:

- The audit will include procedures to verify that the Agency is maintaining separate accounts and accounting records for the State funds, to ensure the funds are accounted for separately and not commingled with any other funding sources.
- A sample of current disbursements charged to the State grants will be reviewed and assessed to determine if the charges comply with the terms of the grants.
- A sample of current invoices submitted to CVRC will be reviewed to assess whether or not cash requests were on a cost reimbursement basis (e.g. the agency incurred the cost prior to the request for payment.)

Submitted audit reports should include:

- The auditor's report on financial statements and a schedule of financial assistance showing the total expenditure for program.
- The auditor's report on compliance containing:
  - A statement of positive assurance with respect to those items tested for compliance.
  - A statement of negative assurance of those items not tested and a summary of all instances of noncompliance.
  - The auditor's report on the study and evaluation of internal control system.

Audit Costs: Subgrantees who are eligible may use funds to support the pro-rated share of reasonable audit costs, which are considered essential to the operation of the project and are allowable.

**TRAINING REQUIREMENTS**

Registration fees and travel expenditures may be included in the budget.
Mandatory Training Compensation:
All staff, funded and not funded by funds, providing direct services to victims of crime are required to attend at least one Victim Compensation training workshop during the grant year offered by CVRC.

Mandatory Training Grant Reporting:
The individuals responsible for completing the progress and financial reports must attend at least one Grant Reporting workshop during the grant year.

Advocacy in Action- Optional:
It is suggested that at least one member of the project or a project partner must attend the annual New Mexico Crime Victims Reparation Commission Advocacy in Action Conference. A $399.00 registration fee, mileage, meals and lodging (for applicants more than 60 miles outside of Albuquerque), may be budgeted for this expenditure.

NO COPYRIGHT RESTRICTIONS

All materials that are developed under this contract must be without copyright restrictions. Any materials that are copied and distributed must receive prior approval from CVRC. A CD/DVD of developed materials will be delivered to the Grant Administrator upon completion of the project.

NEW MEXICO EMPLOYEES HEALTH COVERAGE

1. For all contracts solicited and awarded on or after January 1, 2008: If the 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 must agree to:

   (a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;

   (b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed $500,000 dollars or

   (c) have in place and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed $250,000 dollars.

2. Applicant must agree 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.

3. Applicant 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: www.bewellnm.com/

4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the contractor reports combined sales (from State and, if applicable, from local public bodies if from a State price agreement) of $250,000, $500,000 or $1,000,000.
GENERAL REQUIREMENTS

ACCEPTANCE OF CONDITIONS GOVERNING THE PROCUREMENT

Potential Applicants 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 this RFP.

INCURRING COST

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

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.

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.

AMENDED PROPOSALS

An Applicant 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.

APPLICANT’S RIGHTS TO WITHDRAW PROPOSAL

Applicants will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Applicant must submit a written withdrawal request addressed to the Procurement Manager and signed by the Applicant’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.

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 Applicant is invited or required to submit one.

DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be kept confidential until negotiations and the award are completed by the Agency. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for material that is clearly marked proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a
propose on which the potential Applicant has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

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.

Confidential data is restricted to: confidential financial information concerning the Applicant’s organization; 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.

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 Applicant has made a written request for confidentiality, the Agency shall examine the Applicant’s request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Applicant 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.

**NO OBLIGATION**

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

**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.

**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 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.

**REVIEW**

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

**GOVERNING LAW**

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

**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 Applicant proposals.

**CONTRACT TERMS AND CONDITIONS**

The contract between an agency and contractor will follow the format specified by the Agency and contain the terms and conditions set forth in the Sample Contract, which can be found on CVRC’s webpage along with all of the other
required documents for this RFP. However, the contracting agency reserves the right to negotiate provisions in addition to those contained in this RFP (Sample Contract) with any Applicant. The contents of this RFP, as revised and/or supplemented, and the successful Applicant’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 Applicant object to any of the terms and conditions as set forth in the RFP Sample Contract strongly enough to propose alternate terms and conditions in spite of the above, the Applicant must propose specific alternative language. The Agency may or may not accept the alternative language. General references to the Applicant’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 Applicant’s proposal.

Applicants 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 Applicant fails to propose any alternate terms and conditions during the procurement process (the RFP process prior to selection as successful Applicant), 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 Applicant) is an explicit agreement by the Applicant that the contractual terms and conditions contained herein are accepted by the Applicant.

**APPLICANT TERMS AND CONDITIONS**

Applicants 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.

**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 Applicant), will be discussed only between the Agency and the Applicant selected and shall not be deemed an opportunity to amend the Applicant’s proposal.

**APPLICANT QUALIFICATIONS**

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

**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.
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.

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.

AGENCY RIGHTS

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

RIGHT TO PUBLISH

Throughout the duration of this procurement process and contract term, Applicants 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 Applicant’s proposal or removal from the contract.

OWNERSHIP OF PROPOSALS

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

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.

ELECTRONIC MAIL ADDRESS REQUIRED

A large part of the communication regarding this procurement will be conducted by electronic mail (email). Applicant must have a valid email address to receive this correspondence.
FUNDING PRIORITIES & PROPOSAL SUBMISSION

NEW MEXICO PRIORITIES FOR RFP # 18-780-P706-9000000000

The State of New Mexico Crime Victims Reparation Commission 2017 – 2020 Implementation Plan outlines funding priorities and strategies. The plan was adopted as part of CVRC’s statewide implementation planning process for our federal awards. This state funding must be in compliance with this plan and the priorities identified within. The plan can be found at http://www.cvrc.state.nm.us/information/vawa-grant-info/ or using the hyperlink above.

Proposed projects must adhere to the established priorities outlined within this plan and must support the eligible allowable activities for the SAS grant. The 2017 – 2020 Implementation Plan outlines current and future goals and objectives, types of programs to be funded and how the state will meet the statutory requirements of the SAS award.

All awards are subject to the availability of appropriated funds, the mandated allocation categories and provisions of the SAS award and any modifications or additional requirements that may be imposed by law.

PROPOSAL FORMAT AND ORGANIZATION

All applicants must complete the State of New Mexico SAS Grant Application form, complete a Comprehensive Narrative for the Service Provision Area in which they are applying and must also send, via email, the Additional Documentation Required. All three documents must be submitted as a PDF. (The SAS Grant Application form requires Adobe Reader and must be completed as a form and cannot be printed, scanned and emailed as a scanned document.)

The State of New Mexico SAS Grant Application is a PDF form, which can be downloaded from the CVRC’s website, www.cvrc.state.nm.us. All three components of the application must be in PDF format. No other electronic formats will be accepted.

Applicants must complete every section of the SAS Grant Application form, answer all applicable Comprehensive Narrative questions for the Service Provision Area of their application and provide all the information required within the Additional Documentation Required. Projects that omit any section will not be considered for funding.

A complete proposal will consist of three electronic files, which must be emailed in three separate emails.

- The first electronic file will be a complete State of New Mexico SAS Grant Application, saved as a PDF. The file should be saved and labeled under your agency name, indicating that this is the grant application. Please use the following example: SunshineCountyRCCApplication.pdf.
- The second file will be the Comprehensive Narrative questions for the Service Provision Area of your application. This must adhere to the narrative instructions and be saved as a PDF. The file should be saved and labeled under your agency name, indicating that this is the grant application. Please use the following example: SunshineCountyRCCNarrativeServiceProvisionArea1.pdf.
- The third file will be a scanned copy of the Additional Documentation Required, in the order outlined below. Applicants must have a title page between each section of Additional Documentation Required to index the requested information. The file should be saved and labeled under your agency name, indicating that this is the additional requested information. Please use the following example: SunshineCountyRCCAdditionalDocumentation.pdf.
The **State of New Mexico SAS Grant Application form** consists of the following sections in the PDF form. All sections must be completed.

- Applicant Contact Information
- Project Summary
- Standard Conditions
- Project Budget and Budget Narrative
- Primary Project Components
- Certification of Consultation

The **State of New Mexico SAS Grant Comprehensive Narrative** questions for the Service Provision Area of your application are outlined within the narrative section of the RFP. All sections must be completed, unless not applicable to your agency. Please refer to the instructions in the RFP to determine which narrative questions apply to your application.

The **Additional Documentation Required** file must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- Job Descriptions/Contracts/Resumes
- Organizational Chart
- Audit
- Agency Budget
- FY18 DOH Final Approved Contract and Budget
- Campaign Contribution Disclosure
- Bylaws and Articles of Incorporation **(non-profits)**
- Proof of 501c3 Status **(non-profits)**
- List of Board Members **(non-profits)**
- Any Additional Attachments

All sections of the **SAS Grant Application Form** must be thoroughly completed. All applications required a **Comprehensive Narrative** in accordance with your Service Provision Application. All information requested must be included in the **Additional Documentation Required** file. Any proposal that does not adhere to these requirements will be deemed non-responsive and will be removed from consideration for funding. Applicants may attach other materials that they feel may improve the quality of their responses.

**EVALUATION SUMMARY**

The following is a summary of evaluation factors with point values assigned to each for the project applications. These, along with the general requirements, will be used in the evaluation of Applicants’ proposals. History of prior grant compliance with CVRC will be considered during the evaluation process.

<table>
<thead>
<tr>
<th>Section</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State of New Mexico SAS Grant Application</strong></td>
<td></td>
</tr>
<tr>
<td>Applicant Contact Information</td>
<td><strong>550</strong></td>
</tr>
<tr>
<td>Project Summary</td>
<td>Pass/Fail*</td>
</tr>
<tr>
<td>Standard Conditions</td>
<td><strong>50</strong></td>
</tr>
<tr>
<td>Project Budget and Budget Narrative</td>
<td>Pass/Fail*</td>
</tr>
<tr>
<td>Primary Project Components</td>
<td><strong>250</strong></td>
</tr>
<tr>
<td>Certification of Consultation</td>
<td>Pass/Fail*</td>
</tr>
<tr>
<td><strong>SAS Comprehensive Narrative</strong></td>
<td><strong>250</strong></td>
</tr>
<tr>
<td>Comprehensive Narrative</td>
<td>250</td>
</tr>
<tr>
<td><strong>SAS Additional Documentation Required</strong></td>
<td><strong>200</strong></td>
</tr>
<tr>
<td>Job Descriptions/Contracts/Resumes</td>
<td>25</td>
</tr>
</tbody>
</table>
Organizational Chart  Pass/Fail *
Audit  Pass/Fail *
Agency Budget  Pass/Fail *
FY18 DOH Final Approved Contract and Budget  Pass/Fail *
Campaign Contribution Disclosure  Pass/Fail *
Bylaws and Articles of Incorporation ** (non-profits)  Pass/Fail *
Proof of 501c3 Status ** (non-profits)  Pass/Fail *
List of Board Members ** (non-profits)  Pass/Fail *

MAXIMUM NUMBER OF TOTAL POINTS  1000

*Although not scored, if applicable, the information is mandatory and failure to provide this documentation could result in a determination that the applicant’s proposal is non-responsive. ** Non-profit, non-governmental victim services agencies must provide evidence of 501c3 status.

SEND PROPOSAL TO

Proposals are due, via electronic submission to CVRC, to Dorothy.padilla@state.nm.us, by 4:00 PM (Mountain Standard Time) on Thursday, April 26, 2018. Proposals arriving after 4:00 PM (Mountain Standard Time) will be disqualified from consideration. It is strongly recommended that applications be submitted with read and delivery receipt options selected.

The State of New Mexico email system does not accept attachments that exceed the 20MB limit. If your SAS Grant Application, Comprehensive Narrative or Additional Documentation Required files exceeds this limit, applicants are instructed to submit the proposal in several emails. Emails must clearly report the number of emails to expect. For example, this is Sunshine County RCC Departments SAS Application 1 of 4.

The entire application must be submitted by 4:00 PM (Mountain Standard Time) on Thursday, April 26, 2018. If only part of the application is received on time the proposal will be disqualified from consideration. Applications arriving office after the deadline for submission will not be accepted. Faxed or mailed proposals will not be accepted.
APPLICATION SECTION

STATE OF NEW MEXICO SAS GRANT APPLICATION FORM INSTRUCTIONS

The SAS Grant Application form can be located on CVRC’s web page, www.cvrc.state.nm.us. The form consists of the sections outlined in the proposal format and organization sections. The SAS Grant Application form requires Adobe 6.0 or higher. Adobe is a free program and can be downloaded at get.adobe.com/reader. Successful candidates must complete each section, ensuring that the information provided is accurate and clearly demonstrates a need within your community for the proposed project. The SAS Grant Application must be submitted no later than 4:00PM (Mountain Standard Time), Thursday, April 26, 2018, via email to Dorothy.padilla@state.nm.us.

APPLICANT CONTACT INFORMATION INSTRUCTIONS

This section includes information regarding the contact person, authorized person and financial officer for your agency. Additionally, you are providing information regarding the amount of funding you are requesting and basic information about your proposal. Carefully review each part of the contact information section and provide current and accurate information.

PROJECT SUMMARY INSTRUCTIONS

Provide a brief summary of the project that you are proposing in this application. The summary must include a description of how the project supports the 2017 – 2020 Implementation Plan. Summaries are limited to 750 characters within the form. Program summaries should be brief, clear and concise.

STANDARD CONDITIONS INSTRUCTIONS

An authorized individual within your agency must read and agree to all of the standard conditions set forth within the application, including all of the requirements established within the RFP. An authorized individual within your agency must electronically sign this section. Please retain the original signed forms within your agency. If selected to receive an award, the applicant would provide the original application to CVRC.

PROJECT BUDGET AND BUDGET NARRATIVE INSTRUCTIONS

Prepare the budget and budget narrative within the SAS Grant Application form. The budget narrative should be detailed and describe all expenditures (see Budget Instructions).

BUDGET NARRATIVE INSTRUCTIONS

A complete, itemized, operational project budget narrative must be completed in the budget section of the SAS Grant Application form showing justification for specific items or categories. Justification should clearly indicate that the items being requested are essential to the achievement of the stated objectives. This is an extremely important section.

Fill out the FY19 SAS Budget Section using the appropriate categories. The following budget instructions explain what each line item should contain. The total should equal your project budget.

Budget Instructions for Line Item Categories

00.0 Personnel: Identify anyone to be paid as a salaried position on this subgrant. List each position by title, the annual salary, the hourly rate, the total hours the employee works per pay period, the actual hours to be dedicated to the SAS award, the number of months, and the amount of SAS funding requested.
Example:

<table>
<thead>
<tr>
<th>Position</th>
<th>Annual Salary</th>
<th>Hrly Rate</th>
<th>Hrs/wk</th>
<th>Hrs/Wk</th>
<th># of months</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor</td>
<td>$38,000.00</td>
<td>$18.269</td>
<td>40</td>
<td>4</td>
<td>12</td>
<td>$3,800.00</td>
</tr>
</tbody>
</table>

10.0 **Personnel Benefits:** List all personnel benefits and the costs, itemized and computation shown. These can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance.

20.0 **In State Travel:** Itemize travel expenses by specific purpose and show basis for computation (include costs for meals, lodging, and mileage). Be sure to include the CVRC compensation and grant reporting trainings and the Advocacy in Action Conference registration (optional), lodging and travel expenses. Travel related costs must be necessary and reasonable.

30.0 **Maintenance:** Includes janitorial supplies and equipment maintenance contracts.

40.0 **Supplies:** List items within this category separately for office supplies.

50.0 **Contractual and Consultant:** For individuals - list types of services, name, address, hourly or daily rate and amount of time. For contracts with firms - list types of services and total costs. Includes pro-rated audit cost, only if your agency is eligible.

60.0 **Operating Cost:** List items within this category separately for telephone, rent, postage, printing, training, etc. at a prorated share, with itemized costs included in the calculations.

80.0 **Capital Outlay:** List each item or equipment to be purchased including the description and cost.

**Out of State Travel/Other:** Itemize travel expenses by specific purpose and show basis for computation. Include meals, lodging and mileage. Other items not covered under the existing line items should be included here. Travel related costs must be necessary and reasonable.

NOTE: Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting. **BUDGETS SHOULD BE ROUNDED OFF**

**DELIVERABLES/PRIMARY PROJECT COMPONENTS INSTRUCTIONS**

The Primary Project Components presents a clear and concise way in which to present your goals, objectives, activities, timeline and evaluation process. The PPCs should address at a minimum the elements outlined within the Scope of Work. An explanation on how to develop these components is briefly outlined below. However, if you have never used the Primary Project Components form, you are not expected to be able to complete the form based solely on this explanation. A detailed description of how to develop PPCs will be presented in the Grant Writing Workshop.

The Primary Project Components form is intended to outline: 1) the program goals, measurable objectives, implementing activities, and impact evaluation activities and 2) the timeline for carrying out the implementing activities. It is your detailed game plan and it informs the proposal reviewers of the ways in which you plan to expend State funds.

A Primary Project Components form is completed for each measurable objective of the proposal. So, if a proposal has three measurable objectives, three Primary Project Components will be submitted.

If you are planning on using SAS funds to attend any training event (including the required Compensation/Grant training) include these items in the Primary Project Components.
There are six Primary Project Components pages within the SAS Grant Application form. If you need additional more than six you can obtain a Primary Project Component form on CVRC’s web page, www.cvrc.state.nm.us. The additional Primary Project Component form must be saved as a PDF and submitted with your application.

CERTIFICATION OF CONSULTATION

CVRC requires that all SAS funded programs certify that they have consulted with other state, local or tribal non-profit, non-governmental and governmental victim services programs during the course of the development of their applications and provide dates and content of these planning meetings. To ensure collaboration within communities, all applicants must describe ways in which they consult with other service providers, non-profit, non-governmental and governmental, within the course of the development of their application. CVRC maintains the right to contact all listed collaborative partners within this Certification and RFP as references.

NARRATIVE INSTRUCTIONS

Applicants must submit a separate, typed document that responds to the following Comprehensive Narrative questions. Applicants must respond to the narrative questions specific to the Service Provision Area in which they are applying.

Comprehensive Narrative responses must adhere to the following formatting and technical requirements: double spaced, 8½ x 11 inch paper, one-inch margins, type no smaller than 12 point font, Times New Roman, Arial or other reasonable font type, page numbers, and headings and sub-headings that correspond to the sections identified within the narrative. Applicants can create the narrative in Microsoft Word (.doc) or Text Documents (.txt), but must save and submit the document as a PDF file.

The narrative is limited to page limits outlined within each Service Provision Area. Applications that exceed the page limits or do not adhere to the formatting and technical requirements will be deemed non-responsive and ineligible for consideration. The topics, provided below, should provide a clear picture of your agency, collaborative partners and the way in which your project will be executed. In addition, the narrative should clearly align with the Scope of Work and required elements within this RFP.

Service Provision Area 1: Sexual Violence Statewide Infrastructure Comprehensive Narrative

Applications submitted under Service Provision Area 1 must reply to all of the questions listed below. The narrative for Service Provision Area 1 cannot exceed 30 pages.

Service Provision Area 1 Narrative Questions

- Briefly describe your agency/organization. Provide a comprehensive description of your agency’s work with victims of sexual violence and assault and support of programs who work with this population. A description of the type of agency (non-profit, governmental, law enforcement, etc.) must be included.
- Describe your agency’s fiscal capacity to manage this project successfully. In addition, describe the technical assistance, monitoring, organizational support and capacity building your organization provides to programs who serve victims and survivors of sexual violence and assault.
- Utilizing the eligibility requirements within the RFP describe your organization’s eligibility to receive this award and ability to develop and manage this project successfully.
- Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. In addition, identify representatives of underserved populations in New Mexico and the process that your organization will collaborate with to enhance the project.
- Provide a statement that it will be a contractual requirement that all SAS subgrantees will attend a least one CVRC sponsored Victim Compensation training program.
• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 1 Component 1: SANE Program Services Funding, Technical Assistance, and Coordination.

• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 1 Component 2: Provision of Community Resources.

• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 1 Component 3: Connection to Regional Partners and Programming.

• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 1 Component 4: Specialized Training.

• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 1 Component 5: Statewide Coordination of Child Sexual Abuse Efforts.

• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 1 Component 6: Sexual Assault Legal Technical Assistance.

• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 1 Component 7: Emergency Funds.

**Service Provision Area 2: Children and Adolescents Sexual Assault/Abuse Exam Services Comprehensive Narrative**

Applications submitted under Service Provision Area 2 must reply to all of the questions listed below. The narrative for Service Provision Area 2 cannot exceed 20 pages.

Service Provision Area 2 Narrative Questions

• Briefly describe your agency/organization. Provide a comprehensive description of your agency’s work with victims of sexual violence and assault. A description of the type of agency (non-profit, governmental, law enforcement, etc.) must be included.

• Describe your agency’s fiscal capacity to manage this project successfully.

• Utilizing the eligibility requirements within the RFP describe your organization’s eligibility to receive this award and ability to develop and manage this project successfully. Applicant should focus on their physician-based program and history of providing the mandatory deliverables within this Service Provision Area 2.

• Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. In addition, identify representatives of underserved populations in New Mexico and the process that your organization will collaborate with to enhance the project.

• Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 2.

**Service Provision Area 3: Sexual Assault Service Providers Comprehensive Narrative**

Applications submitted under Service Provision Area 3 must reply to all of the questions listed below. The narrative for Service Provision Area 3 cannot exceed 25 pages.

Service Provision Area 3 Narrative Questions

• Briefly describe your agency/organization. A description of the agency’s infrastructure and organizational capacity must be included. Include a description that demonstrates if you are a program that is severely underfunded, operational budget of less than $500,000, and the impact this has on the agency. Provide a
comprehensive description of your agency’s work with victims of sexual violence and assault. A description of the type of agency (non-profit, governmental, law enforcement, etc.) must be included.

- Is your agency a program whose mission is to reach and provide services to underserved, marginalized and/or culturally specific populations. If so, please describe.

- Describe the target population that the project will address. Include barriers to accessing your services that victims are experiencing.

- Describe the nature of the problem that the proposed project will address. (Substantiate the problem with current data and other relevant information, as applicable.)

- Describe the impact your organization is experiencing or anticipates experiencing because of the SAEK Backlog. If you do not anticipate any impact please provide clarification.

- Identify underserved, marginalized and culturally specific populations in your region. Describe ways in which your organization is uniquely qualified to provide services to underserved marginalized and culturally specific populations and/or how your organization will work towards reaching and developing meaningful services for underserved marginalized and culturally specific populations.

- Please describe agency policies and procedures that account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing, including how the agency ensures operational budget to support the costs associated with accessibility. In addition, please describe how your agency provides training for staff regarding the LEP plan and ensuring meaningful access to individuals who are Deaf and hard of hearing and individuals with disabilities.

- Identify your project partners and describe the ways in which collaboration will enhance the intended outcome of the project. In addition, identify representatives of underserved populations in New Mexico and the process that your organization will collaborate with to enhance the project.

- Applicants must meaningfully address the required deliverables outlined within the Scope of Work and Deliverables section for Service Provision Area 3.

**ADDITIONAL DOCUMENTATION REQUIRED**

The Additional Documentation Required is outlined in the proposal format and organization sections. These documents must be submitted no later than **4:00 PM (Mountain Standard Time), Thursday, April 26, 2018, via email to Dorothyd.padilla@state.nm.us** in a single PDF electronic file. Applicants are asked to maintain an original copy of these documents within their agency. If selected to receive an award, the applicant would provide one original copy to CVRC.

**JOB DESCRIPTIONS, CONTRACTS AND RESUMES**

Please provide job description(s) followed by the individual’s resume for each position listed in the budget. If there is no one currently in the position, then a resume should not be provided. It is allowable to include more than one individual’s resume if more than one SAS staff have the same job description. Provide a copy of a contract for any contractual services proposed. This contract does not need to be executed. If available, provide a resume for this contractual consultant. All job descriptions and contractual consultants must include minimum qualifications. All resumes must be current and include the individual’s present position which match’s the job descriptions provided.

**ORGANIZATIONAL CHART**

Applicants must include a current copy of the agency organizational chart. This should be for the entire agency. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.
**AUDIT**

Applicants must include a current agency audit report. If your agency has not received an audit due to budget size, you must submit a memo demonstrating financial capacity to administer the funds and an agency financial report that demonstrates the ability to track funds and a commitment to an agency audit during the next fiscal year. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted. If the file size is too large for this application there are two options for submitting the agency audit either a link to the audit through your agency website or a hand delivered copy to CVRC. The audit must be received prior to the application deadline. Insert a memo in this section indicating the file was too large for this application and how it was submitted.

**AGENCY BUDGET**

In addition to the submission of the proposed project’s budget, please submit a copy of your agency’s current budget that includes projected receivables and expenditures. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

**FY18 DEPARTMENT OF HEALTH (DOH) FINAL APPROVED CONTRACT AND BUDGET**

To support sustainability and solvency of SAS programs with these funds a copy of your FY18 DOH final approved contract and budget is required. It is not a mandatory element to have received SAS funding from DOH in prior years. For any agency that did not receive funding prior to this RFP a brief memo stating not previously funded is acceptable. An electronic copy of the original document(s) must be included in the Additional Documentation Required PDF file submitted.

**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Applicant must complete, sign, and return the Campaign Contribution Disclosure Form, 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. This form can be downloaded off the CVRC webpage with the RFP and other documents. An electronic copy of the document(s) must be included in the Required PDF file submitted.

**BYLAWS AND ARTICLES OF INCORPORATION**

Non-profit programs must furnish CVRC with copies of their Bylaws and Articles of Incorporation. An electronic copy of the document(s) must be included in the Required PDF file submitted.

**PROOF of 501c3**

Additionally, non-profits must provide evidence of their 5201c3 status. An electronic copy of the document(s) must be included in the Required PDF file submitted.

**LIST OF BOARD**

Additionally, non-profits must provide a list of all current Board members, including their name, mailing address, email, phone number, start of term, end of term and their position on the Board. An electronic copy of the document(s) must be included in the Required PDF file submitted.
FINAL STEPS

It is strongly advised that you return to the proposal format and organization section to make sure that you have included all necessary items in the required sequence and format.

Proof your work.

A completed application consists of two three PDF documents emailed to Dorothyd.padilla@state.nm.us. (1) SAS Grant Application form (2) Comprehensive Narrative and (3) Additional Documentation Required. Follow the instructions outlined in the proposal format and organization section.

Make sure your proposal arrives to the New Mexico Crime Victims Reparation Commission via email by 4:00 pm (Mountain Standard Time) on Thursday, April 26, 2018. Email address: Dorothyd.padilla@state.nm.us